



St. Francis of Assisi Catholic Primary School



CLASS TEACHER (YEAR 2)

Closing date: 12.00pm on Tuesday, 12th December 2017

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St. Francis of Assisi Catholic Primary School

Royal Borough of Kensington & Chelsea
St. Francis of Assisi Catholic Primary School
Treadgold Street,
London,
W11 4BJ
Tel: 0207727 8523
e-mail: info@franassisi.rbkc.sch.uk

Dear Applicant,

RE: YEAR 2 CLASS TEACHER – ST. FRANCIS OF ASSISI CATHOLIC PRIMARY

Thank you for your interest in this post. There are three available channels for applications to be submitted.

1. Email your completed application documents to our School Business Manager, Debbie Potts at dpotts7.207@lgflmail.org
Emails must reach Debbie by 12.00 pm on Wednesday, 13th December 2017

2. Post documents to:

**Debbie Potts, School Business Manager
St. Francis of Assisi Catholic Primary School
Treadgold Street
London W11 4BJ**

Posted applications should be sent in an A4 envelope and clearly addressed to Debbie Potts, School Business Manager. Please make sure that you allow sufficient time for documents to be delivered prior to the closing date and by 12noon.

3. Hand deliver your documents to the school's address. Hard copy applications should be handed into reception at the above address during normal working hours (9am-5pm). Please note: We cannot be responsible for hard copy applications hand delivered outside of normal working hours.

Please note that references will be sought for shortlisted candidates prior to interview.

Should you have any queries, please email Debbie Potts, School Business Manager at dpotts7.207@lgflmail.org



ST FRANCIS OF ASSISI CATHOLIC PRIMARY

Treadgold Street, Notting Hill, London W11 4BJ

CLASS TEACHER

Salary Grade: M2 TO M6 (Inner London)

Full Time-Permanent

REQUIRED FOR AS SOON AS POSSIBLE

Number on Roll: 234

The Governors of this vibrant inner city primary school situated in the popular and diverse neighbourhood of Notting Hill, West London, in the trusteeship of the Diocese of Westminster, seek to appoint an aspiring **Year 2 Class Teacher** who is committed to providing high quality learning experiences to inspire, engage and challenge all of our children to achieve their best.

You need to:

- Be an excellent classroom practitioner.
- Have a thorough knowledge and understanding of how children learn.
- Provide creative, innovative and enriching learning experiences to enable our children to attain at the highest level.
- Work as part of our excellent team, striving for constant improvement.
- Be a life-long learner and an inspiration to others.
- Be able to contribute to the School's extra-curricular activities.
- Have excellent behaviour management skills.

For an application pack and to arrange to visit the school, please contact Debbie Potts on 02077278523 or via email on dpotts7.207@lgflmail.org

CLOSING DATE FOR APPLICATIONS: Wednesday, 13th December 2017 at 12noon

SHORTLISTING OF APPLICATIONS: Thursday, 14th December 2017

LESSON OBSERVATION & INTERVIEW: Monday, 18th December 2017



St. Francis of Assisi Catholic Primary School is committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check.

Treadgold Street, London W11 4BJ

Tel: 020 7727 8523 - email info@franassisi.rbkc.sch.uk



St. Francis of Assisi Catholic Primary School

CLASS TEACHER JOB DESCRIPTION

Post Title: Class Teacher
Salary: M2 – M6 (Inner London)
Reports to: Head of School

The teacher will conform to the demands laid down by the 1980 Education Act and to the School Teachers Pay & Conditions Document.

Whilst these conditions apply to all teachers nationally they are general and it is, therefore, helpful to relate them to the work of this particular School.

At St. Francis of Assisi Primary School teachers are expected to uphold the Christian ethos of the School, to contribute to the further development of the Christian community and, by example, to help children live out the gospel values. Teachers will also: -

- a) prepare and teach the year's work in co-operation with colleagues, presenting at the beginning of each term (or half-term) a forecast of work to be covered, which will include specific reference to children and their various needs, and ways in which these needs might be catered for in accordance with equal educational opportunities;
- b) prepare daily teaching plans, which place particular care on the individual needs of the children;
- c) assess and evaluate children's work (which will include marking) in order to assist future planning (Please see Marking and Assessment Policy);
- d) prepare the classroom and yourself well in advance of the children's entrance in the morning;
- e) organise the teaching areas with a careful and caring attitude both in day to day handling of furniture and equipment and in fresh, clean, topical displays which may serve as a stimulus for children or which may celebrate their endeavours;
- f) consult the Headteacher/SENCo if any child shows special needs;
- g) complete children's assessment records half-termly but enter at any time of the year any significant educational, social or emotional response. These assessments will then form the basis of target setting and summative reports to be written in accordance with School policy. (These records are available for parents to see and

therefore should represent fact. Any expression of opinion should represent professional opinion);

- h) pass on at appropriate times all records in a neat and clear way, coupled with discussion and expansion as is reasonably required by colleagues;
- i) encourage in children a degree of independence and responsibility for their own work;
- j) value each child's contribution and tangibly demonstrate this within the display and general planning of the teaching area;
- k) lead children to present their work in a manner, which is pleasing, and of a high standard;
- l) maintain a high level of expectation through regular example and review;
- m) be consistent and vigilant in encouraging acceptable behaviours both in and out of the classroom in accordance with equal opportunities, the School Behaviour Policy and the Christian ethos of the School;
- n) undertake playground duties as required usually on a rota basis;
- o) contribute to staff meetings of varying length which usually, but not always, take place on Wednesday evenings;
- p) establish the School policies for those other adults (learning assistants, parents and students who may work with children) directing and supervising their activities for the mutual benefit of teachers and pupils;
- q) undertake parent-teacher consultations termly and also attend and contribute to curriculum evenings;
- r) attend appropriate courses, some of which may take place at the end of the School day, to enhance professional development;
- s) offer reasonable assistance to colleagues undertaking and executing special events: concerts, plays etc;
- t) encourage mutual respect and commitment in both adults and children alike and foster relationships with parents at a professional level;
- u) be expected to have a positive attitude to parent/teacher activities, which are ultimately for the benefit of the children.

Guidance for candidates

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the application form and Personal Statement online or in black ink or by using a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK.

Verification of identity is required before confirmation of appointment.

Present or most recent employment

It is important to give full information, including the current role or school you work in, or most recent employment if not currently working. This includes full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. The School reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained.

Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1 side of A4 is usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing.

CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

St. Francis of Assisi Catholic Primary School operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment. The application for an Enhanced Disclosure will be activated before your first day of work.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to a HR Advisor, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and Employment of ex-offenders

Background

St. Francis of Assisi Catholic Primary School uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice. Copies are available from the Internet at www.homeoffice.gov.uk or www.direct.gov.uk.

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

St. Francis of Assisi Catholic Primary School is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for our schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with St. Francis of Assisi Catholic Primary School you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at St. Francis of Assisi Catholic Primary School

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

The Head teacher will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.