PPA Cover Teacher

Maternity Cover

(2.5 days per week)

St Andrew's Barnsbury CE Primary School



Closing Date: Noon 21st January 2019

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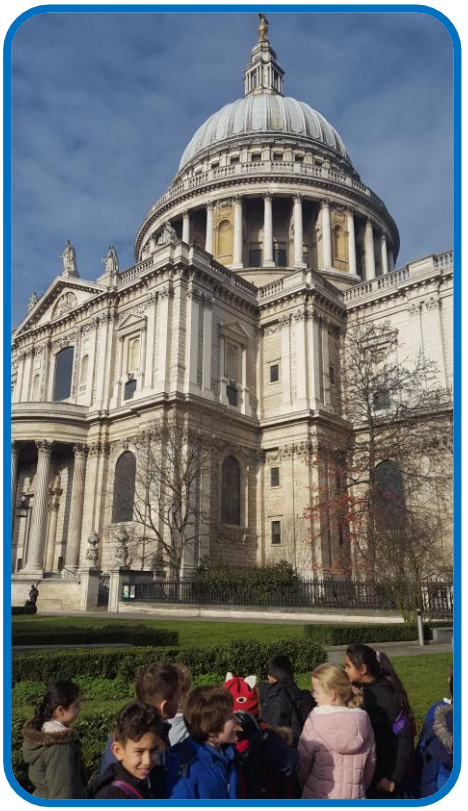
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St. Andrew's (Barnsbury) CE Primary School

PPA COVER TEACHER

(Maternity cover, 2.5 day per week)

Salary Grade: Main Pay Range 2 – 6

Hours: 16.25 hours per week - Part Time

Actual Salary Range: £15,605 - £20,186 per annum

St Andrew's is an inclusive, one form entry Church of England primary school serving the local community. We have happy, well behaved children and supportive, dedicated staff and governors. We are currently rated as 'Good' by Ofsted in 2016 and 'Outstanding' in our SIAMS in 2018.

The successful candidate will have:

- A commitment to support the Christian ethos of the school
- A passion for children's learning and development
- High aspirations for all children and a desire to raise standards
- An ability to influence others
- An ability to work with the whole school community
- High aspirations for themselves and a commitment to further development
- A passion, drive and enthusiasm for leading all children within the school
- At least one year's teaching experience in the UK

We can offer:

- A dedicated extended Church family, strong pastoral support for our pupils
- A supportive and challenging governing body
- Extremely supportive colleagues
- The freedom and support to make a difference
- A leadership team committed to children achieving their very best and to staff developing their expertise
- A proven track record of quality staff training and place a high value on the professional development of our staff
- An enriched and creative curriculum is the key to driving and sustaining our rapidly improving achievement

Visits to the school are recommended; please telephone to make an appointment on 020 7837 4049

Please apply online at www.islington.gov.uk/jobs following the jobs link. If you need any assistance please email the Schools HR Team at schoolsrecruitment@islington.gov.uk, quoting ref **STAN/249**.

Closing date for applications: **Midday, Monday 21st January 2019**
Interview Date: **Week beginning 21st January 2019**

St Andrew's Barnsbury CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

Head teacher: Mrs Felicity Djerehe
Matilda Street, London, N1 0LB, Tel: 020 7837 4049 Fax: 020 7837 1751
Email: admin@standrews.islington.sch.uk Website: www.standrews.islington.sch.uk

JOB DESCRIPTION

Post Title: **PPA Teacher, (2.5 days per week)**

Grade: **Main Pay Range 2 -6**

School: **St Andrew's (Barnsbury) CE Primary**

This job description should be read alongside the range of duties of teachers set out in Part XI of the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times, work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Development Plan**.**

The post holder will agree major objectives with the Head teacher. These objectives will include**:**

1. Achieving the highest possible standards of Education for pupils.

2. Meeting the needs of pupils and to improve the level of achievement in this area across the school.

RESPONSIBILITY
The teacher is responsible to the Head teacher.

LIAISON AND CO-OPERATION
The teacher will work in liaison, contact and co-operation with:

- Other members of staff
- Members of London Diocese Board of Schools (LDBS) and borough support and advisory services
- Organisations and networks relevant to the teacher's specialism or subject
- Parents, governors and the local community

POLICY AND LEGAL FRAMEWORK
The teacher will work within the framework of:

- National legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and the School Teachers' Pay and Conditions Act
- School policies and guidelines on the curriculum and school organisation
- LDBS and LA policies and guidelines, in particular those relating to curricular aims, principles and equality

TASKS AND DUTIES

1. ***Setting and supervising work***
   To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the National Curriculum.

2. ***Marking and Recording***
   To mark and assess pupils' work and to record their development, progress and attainment, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.

3. ***Discipline and Relationships***
   To maintain good order, discipline and respect for others among pupils, to promote understanding of the school's rules and values; to safeguard health and safety, to develop relationships with and between pupils conducive to optimum learning**.**

4. ***Communication with parents***
   To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

5. ***Displays and environment***
   To maintain an attractive and stimulating learning environment and contribute to displays in the school as a whole.

6. ***Overall policy and review***
   To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines**.**

7. ***Reports***
   To provide or contribute to oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.

8. ***Review***
   To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate.

9. ***Professional***
   To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; to participate in national or local arrangements for appraisal of staff performance**.**

10. ***Corporate life***
    To take part in the corporate life of the school by, for example, attending collective worship, registering the attendance of pupils and supervising pupils before and after school sessions. To support the Christian Ethos of the school.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: The Head teacher

PERSON SPECIFICATION

	ESSENTIAL CRITERIA
EDUCATION AND EXPERIENCE	E1. Qualified Teacher Status and evidence of appropriate subsequent in-service training. E2. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process. E3. A commitment to support the Christian ethos of the school and an understanding of life in a church school. E4. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.
SKILLS, KNOWLEDGE & ABILITIES	E5. An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child. E6. Evidence of the ability to assess for the performance of pupils and classes and to keep these measures under systematic review. E7. Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school. E8. Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community and beyond. E9. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues. E10. Evidence of a commitment to equal opportunities both in service delivery and employment and an understanding of its effective operation within a school. E11. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Candidates should ensure that they address all of the above criteria in their application form referring where appropriate to actual experience.

Longlisted candidates will be selected entirely on the basis of the extent to which they meet the selection criteria in their application form.

How to apply

PPA Cover Teacher (Maternity Cover)

2.5 days per week – starting after February 2019 half term

Thank you for your interest in this post.

1. Apply online at www.islington.gov.uk
   Your application must be submitted on-line no later than ***Midday, on 21st January 2019***

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In addition, please note the following:

- CVs will not be accepted.

For any queries please email schoolsrecruitment@islington.gov.uk.

Schools
HR Services

ISLINGTON

Guidance for candidates applying for a job with schools

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

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 the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

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 or DWP 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.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

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

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.

Employment record
Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment
If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement
This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. 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 given 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 are not accepted.

References
All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.

- 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.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

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. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

● the third party has consented for it to be released, or

● your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. 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. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered 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.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

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. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

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Background
London Borough of Islington 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 Islington Schools Human Resources or on the internet at 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.

London Borough of Islington 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 Islington 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 Islington schools you will be informed 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 Islington Schools
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 and any other essential requirements for the post.

All employees/advisers 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.

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/advisers 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. Islington Schools Human Resources 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.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.