



# Application Pack

## Year Two

### Class Teacher 2019

#### School Vision

Lord Street School believes that all children are equally important and that all should be given an education that allows them to 'be the best they can'. We want our school to be a place which enthuses, inspires and motivates children to achieve their potential and excel.

To achieve this we will work with parents, other schools and professionals to make sure that each child gets the support they need. We want our children to understand that if they believe in themselves, work hard and learn from their mistakes that they can achieve amazing things.

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## ADVERT

### Year Two Class Teacher

**Role:** Year Two Class Teacher

**From:** 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020

**Pay Range:** Main Scale (with pay portability)

We are seeking to appoint a candidate who has experience in teaching in year two and who has a track record for improving outcomes for children. The successful candidate will play a key role in the year two team in ensuring that all our children make good progress from their starting points and that outcomes are comparable to national expectations.

### We are a school committed to:

- Providing all children with a creative and stimulating learning experience.
- Providing a challenging curriculum and supporting children to exceed their expectations.
- Developing the whole child in a caring and happy environment.

### Lord Street Primary School will provide:

- A good school that provides all children with a creative and stimulating learning experience.
- An ambitious, happy and vibrant place to work with a family of supportive colleagues who are committed to promoting a warm and friendly atmosphere.
- A supportive working culture that focuses on high expectations and the challenging and stretching of all children's learning.
- A supportive senior leadership team that believes in distributive leadership.
- An active school community with supportive parents.
- Excellent professional development opportunities.

### We are seeking to appoint a teacher who:

- Is a qualified, talented and enthusiastic teacher with the opportunity to work within an outstanding teaching team.
- Has a high standard of professionalism with a determination to make an impact in our school.
- Is an exceptional, creative classroom teacher.
- Has the ability to inspire, motivate and support our children.
- Is committed to the highest standards of learning, teaching, planning with knowledge of the National Curriculum and will support the delivery of our Discovery Curriculum.
- Has a genuine love of working with children and is committed to the development of the whole child within an inclusive learning environment.

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## Welcome Letter

Dear Applicant,

Thank you for your interest in our advertised post.

We are seeking to appoint a teacher for one of our year two classes. You will be part of a dedicated team of staff who are committed to making sure that all our children make good progress from their starting points. I hope that, after reading the information we have given you, you will decide to apply for the post.

Our school has proudly served the families of Colne for nearly 120 years since it opened as a 'Board School' at the end of Queen Victoria's reign. We have grown significantly since then and now have about four hundred children, with two classes in each age group. We are an outward looking school and this year became one of the founding members of the Pennine Trust with our three partner schools; Blacko and Laneshaw Bridge Primary Schools and Park High School.

The school motto is to, 'be the best you can be' and that is the feel you get from our children and staff when you visit. Our ethos is strong, and we place great emphasis on the care and guidance our children receive to enable them to be good learners. The school is a happy, caring and vibrant place.

We offer a broad and balanced curriculum based on the National Curriculum but designed to help our children become well rounded, confident and resilient learners. We teach all the areas of the curriculum you would expect but add into that Forest Schools, regular trips and opportunities to join in activities like sailing, judo and our drama club (we performed Midsummer Night's Dream at Burnley Mechanics last year).

In making this appointment, we will have regard to the potential exhibited by candidates as well as to their experience. We are looking for a colleague who will make a positive contribution to the dedicated and committed staff team we are proud of. We want to appoint a dynamic and innovative Teacher who will work alongside our dedicated team to deliver our vision.

We look forward to receiving your application.

Yours faithfully

Duncan Hetherington

Headteacher

## JOB DESCRIPTION

Year Two Teacher

### Reports To

Key Stage Manager, Deputy and Head

### Responsible For

All TAs working in the class

### Job purpose

To be responsible for a class of children identified by the head, in this case this will be a year two class. This post is performed in accordance with the Schoolteachers' Pay and Conditions document as amended and supplemented, where appropriate, by Local Conditions of Service.

### Salary Point/scale

- MPR/UPR

### Additional Allowances

- None

### Duties and Responsibilities

#### Planning, Teaching and Class Management

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies, taking into account individual children's needs
- Make effective use of assessment information on children's attainment and progress and in planning future lessons
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- Set tasks which challenge children and are matched to their learning needs
- Plan lessons in a way that will interest and engage all learners
- Ensure effective teaching and best use of available time
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect and cooperative learning
- Create a learning environment which develops high levels of resilience, confidence and independence in learners when they tackle challenging activities
- Have high expectations of achievement and behaviour
- Give every child the opportunity to achieve their full potential

#### Monitoring, Assessment, Recording, Reporting

- To ensure that marking, planning and all other school procedures are carried out rigorously
- Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with children, and use this assessment to plan next steps
- Set targets for progress and ensure learners understand what they are doing well and how to improve
- Assess and record children's progress systematically and keep records to check work is

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understood and completed; to monitor strengths and weaknesses; to inform planning and to recognise the level at which the child is achieving

- Prepare and present informative reports to parents, senior staff and other professionals as required
- Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress
- To work with the senior leadership team to ensure a whole school approach to teaching and learning is implemented.

### **Responsibility for Curriculum Leadership**

- To be responsible for leading a subject across the school.
- Ensuring that schemes of work cover the requirements of the National Curriculum and the School's Curriculum Policy including enrichment and enhancement activities.
- Monitoring and review the implementation of schemes of work
- To lead on subject assessment to monitor all children's outcomes against learning.
- To ensure that schemes of work are appropriately resourced.
- Keep up to date with current research and to lead staff CPD.
- Providing the Governors with records of expenditure and school performance.

**NQTS are not expected to lead a curriculum area in the first year.**

### **Other Professional Requirements**

- To support the aims and ethos of the school
- Understand fully the duties and responsibilities in relation to child protection and safeguarding children and young people
- Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the designated members of staff
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and positive learning behaviour are promoted in every day classroom organisation and practice
- To work as part of a team in all aspects of school development and take an active role in school life, attending and participating in school events
- To set a good example in terms of dress, punctuality and attendance
- To uphold the school's behaviour code
- To participate in staff training
- To attend staff meetings
- To develop links with Governors, LCCs, neighbouring schools and other relevant agencies
- To liaise as appropriate with other professionals and outside agencies
- Establish and maintain effective working relationships with professional colleagues and parents
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development
- Be aware of the need to take responsibility for your own professional development

### **Upper Spine Staff**

- To ensure that their practice makes a significant and sustained contribution to the school.
- Classroom teaching must be consistently good to outstanding and be a model for other staff.
- Take an agreed role in with a wider school impact.

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## Variation

This job description will not be varied without consultation with the post holder. In the future the age range taught may be changed to meet the needs of the school. Where this happens support and training will be given.



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<b>Job title:</b> Year Two Class Teacher	<b>Grade:</b> Main/Upper Pay Scale
<b>Requirements (based on the job description)</b>	<b>Essential (E) / Desirable (D)</b>
<b>Qualifications</b>	
Qualified teacher status	E
Degree	E
<b>Experience</b>	
Successful experience of teaching within Key Stage one	E
Experience of delivering high quality, well planned primary curriculum	E
A proven track record of outstanding teaching and learning in year two	D
<b>Knowledge &amp; Understanding</b>	
Thorough knowledge of the Key Stage one Curriculum	E
Thorough knowledge of the Core and Foundation subjects of National Curriculum	E
Good understanding of current theory and practice to achieve high standards in learning and teaching within Key Stage One	E
<b>Skills &amp; Abilities</b>	
Experience of using data to identify underachievement and inform classroom practice	E
Ability to analyse and use data to inform planning and match work to pupils' needs	E
Evidence of effective use of assessment to raise standards	E
Ability to analyse and use data to inform planning and match work to pupils' needs	E
Ability to plan, monitor, evaluate and review for pupils' progress	E
Ability to work collaboratively and effectively in a team with staff, governors and parents	E
Ability to provide a stimulating, well-organised learning environment	E
Excellent classroom skills and the ability to use a range of positive behaviour strategies to effectively promote outstanding behaviour for learning	E
Willingness to participate in school activities including extracurricular activities and school-related community events	E
Curriculum strengths which can be brought to the school	E
High level of written and oral communication skills and a high level of mathematical skills	E
Listen to, reflect upon and act positively on feedback	E
Curriculum strengths which can be brought to the school which support the School Improvement Plan priorities	D
Evidence of having influenced the quality of teaching and learning in your current school	D
The ability to assist others in improving their skills	D
<b>Personal Qualities</b>	
Dedicated to promoting Lord Street Primary School's strong educational philosophy and values	E
Be a positive role model at all times, a highly respected representative of Lord Street Primary School	E
Ability to prioritise time using effective organisational skills	E
Ability and willingness to work effectively as part of a team, learning with and from	E

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colleagues	
Adaptability to changing circumstances and forward thinking with new ideas	E
To be calm, creative and enthusiastic to make every day for our pupils engaging and exciting	E
Demonstrate resilience and a determination for sustained hard work with energy and vigour	E
1. Commitment to safeguarding and protecting the welfare of children and young people	E
2. Commitment to equality and diversity	E
3. Commitment to health and safety	E
4. Commitment to attendance at work	E
A positive recommendation from all referees, including current employer. <b>Note: We will always consider your references before confirming a job offer in writing.</b>	E
<b>Prepared by:</b> Lord Street Primary School	

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## How to Apply

If you do decide to apply, and I do hope you will, I would be grateful if you would complete and return the application form, together with a letter of application of not more than two sides of A4 in font size 11/12, noting the closing date of **noon on Thursday 23<sup>rd</sup> May 2019**.

**Proposed Interview Date: Wednesday 5<sup>th</sup> June 2019**

**In your letter of application please include:**

How your skills and experiences have prepared you for this post.  
Concise information about the contribution you have made to your current school/academy to date and an assessment of the impact of your work on raising standards.  
What you personally would bring to the Lord Street Primary School.  
How you would contribute to the wider life of the school.

Please note we accept electronic applications via **[bursar@lordstreet.lancs.sch.uk](mailto:bursar@lordstreet.lancs.sch.uk)** Please be aware we cannot accept responsibility for missent or late applications.

If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

We are happy to discuss the role over the telephone and/or organise a visit to the school before you make an application. If you require any further information, please do not hesitate to contact the school at or telephone on **[bursar@lordstreet.lancs.sch.uk](mailto:bursar@lordstreet.lancs.sch.uk)** or **01282 865597**

Head Teacher: Mr D Hetherington  
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