

New River College



ISLINGTON

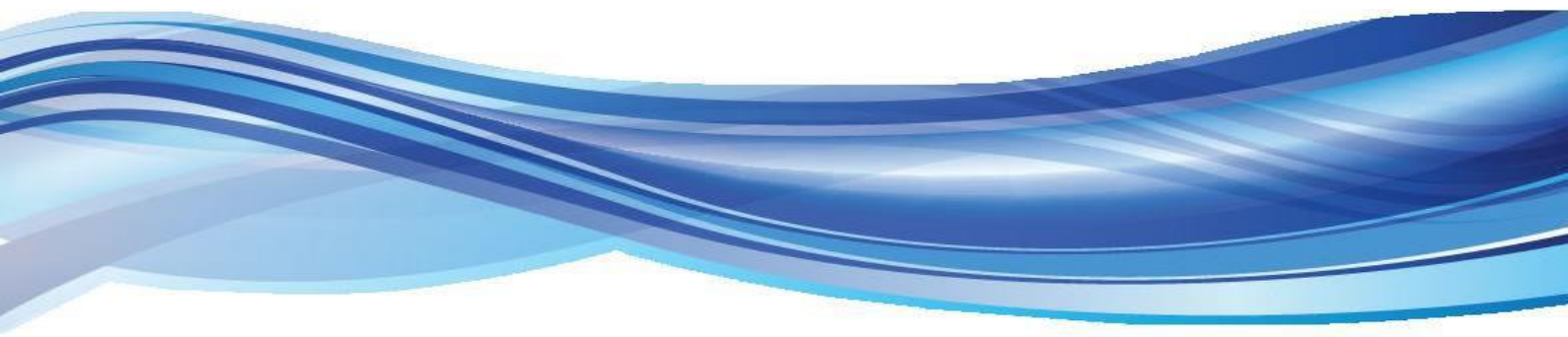
Art Teacher

New River College Secondary
NRC/685

Closing Date: Midnight, Wednesday 9th December 2020

Contents

- Application Letter
- Advertisement
- Job Description
- Person Specification
- Guidance for candidates
- Policy on employment of ex offenders





Post Ref: NRC/685

London Borough of Islington
Schools HR Services
4th Floor, 222 Upper Street
London Borough of Islington
N1 1XR

Fax: 020 7527 5810

E-mail: schoolsrecruitment@islington.gov.uk

Dear Applicant

RE: Art Teacher – NEW RIVER COLLEGE SECONDARY

Thank you for your interest in this post.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link.

*Your application must be submitted on-line no later than **Midnight, Wednesday 9th December 2020**.*

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for short listed candidates prior to the interview date.
- For support staff, this post is subject to a period of 6-month probationary period. This also applies to candidates coming from Local Government.

If you need any assistance, please email schoolsrecruitment@islington.gov.uk quoting reference **NRC/685**.

Yours sincerely
Schools HR

Art Teacher (Maternity Cover)

Salary Grade: Main Pay Scale – Upper Pay Scale + SEN Allowance
Actual Salary: £32,157 - £50,935 + £2,270 SEN Allowance per annum
Contract Status: Full Time, Fixed Term (Maternity cover)

Required as soon as possible

*Thinking of a role to further your teaching career?
Are you ready for a new challenge?
New River College Secondary can provide both.*

This is a fantastic opportunity for a dedicated Art teacher who is looking for a new challenge and has a flexible approach, to join a committed team at New River College.

The post holder will need to be a confident and effective teacher who can deliver exciting and fun lessons. We are looking for a teacher who relishes a challenge, who wants to try new ideas and who genuinely wants to contribute to the lives of young people with drive and passion.

Many of our pupils are below national age related literacy and numeracy levels when they arrive. Ability to engage children with SEMH is more important than the phase you are used to teaching so both **primary and secondary** trained teachers are encouraged to apply. Experience of a second subject would be beneficial, a willingness to do so is essential.

New River College comprises of three pupil referral units in Islington (primary, secondary and medical), for pupils with social, emotional and mental health challenges (SEMH). We teach children and young people aged five to sixteen years old who have been permanently excluded or participate in our preventative programmes to address their behaviour, and children and young people with complex SEMH or medical needs. New River College Secondary is split across two sites so a willingness to teach on multiple sites is essential.

We offer a core curriculum to all pupils which includes English, Maths, Science, Humanities and a selection of foundation subjects. We also work with a number of alternative providers around enhanced learning opportunities.

Closing date: **Midnight, Wednesday 9th December 2020**

Shortlisted candidates will be notified by: **Tuesday 10th December 2020**

Interviews will be held on: **Tuesday 15th December 2020**

For background information visit our website www.newrivercollege.co.uk or for an informal discussion about the post or to arrange a visit please contact the Deputy Headteacher for Teaching and Learning, Michele Lambert on **020 7607 6500** or email michele.lambert@nrc.islington.sch.uk

New River College Secondary is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

New River College Pupil Referral Unit**Job Description**

POSITION: Art Teacher

GRADE: MPS/UPS + SEN Allowance

RESPONSIBLE TO: Designated member of SMT

PURPOSE OF THE POST

The purpose of the post is to achieve the highest possible standards and outcomes for the pupils in the PRU. The post holder will ensure a cohesive and personalised programme of learning activities for New River College students. This will include developing Art across the curriculum and implementing opportunities for a broad range of accreditation in Art. The postholder will, if required, teach a second subject. Teacher sat New River College teach across all New River College sites.

The postholder will support the senior management team in creating a lasting improvement in the quality of education provision and the management of teaching and learning through the provision of high quality professional services, which meet the changing expectations of New River College.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SMT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

MAIN DUTIES

1. To teach and be responsible for the development and co-ordination of a specific subject across the full age and ability range, with reference to the national curriculum and programmes of study.
2. To take responsibility for tracking pupil progress in a specified subject area and for collecting and monitoring data to support teaching and learning.
3. To deliver and facilitate dynamic, creative and active lessons in designated subject area.
4. All staff have a teaching commitment that will involve the following:
 - planning and recording of lessons
 - termly submission of schemes of work to line manager
 - maintenance of pupil and class records
 - completion of pupils' subject reports and profiles

- assessment, monitoring and evaluation in line with the PRU policy
 - setting of pupil targets
 - tracking pupil progress in subject area
 - setting and marking of regular homework
 - undertaking regular sampling of pupil's work
 - management of relevant resources including care of equipment, stock and delegated budget where appropriate.
5. To teach and support educational activities in other areas of the curriculum as appropriate under the direction of the designated member of SMT.
 6. To identify learning objectives related to subject specialism across the curriculum and develop policies as appropriate.
 7. To identify resources required to sustain and embed high quality subject delivery.
 8. To regularly monitor, review and evaluate the delivery of subject area at New River College.
 9. To work in partnership with a range of agencies and providers as appropriate to deliver a broad and balanced curriculum offer.
 10. To have pastoral and lead professional responsibility for a group of pupils, planning for positive outcomes.
 11. To take an active role in encouraging good attendance of pupils.
 12. To identify the individual learning needs of students, including those with SEN.
 13. To monitor and review the progress of individual pupils and groups of pupils, to contribute to the writing of Pupil Passports and or School based SEN plans, and the Annual Reviews of pupils with a statement of special educational needs or Education, Health and Care Plans. To maintain records and prepare and present reports.
 14. To prepare school reports in line with statutory requirements for reporting to parents/carers and to adhere to the annual schedule for completing pupil profiles including attendance at parents' /carers' meetings.
 15. To contribute to the development and implementation of Pupil Progress Files.
 16. To work with colleagues to develop and implement pupils' Pupil Passports and or School based SEN plans including the arrangements for reintegration to school or for transition to other suitable provision, education, employment or training as appropriate.
 17. To keep abreast of developments in all relevant aspects of the curriculum and identify examination pathways where appropriate.
 18. To participate in the development of PRU policies, the development plan and Ofsted action plans.
 19. To communicate when needed with the management committee / governing body, parents, SMT, local authority officers and outside agencies.
 20. To attend team and service meetings, and participate in activities that support SMT in the maintenance of discipline and ethos.
 21. To assist and support other members of staff to ensure the smooth running of the PRU, including involvement in off-site activities.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with New River College'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 participate in performance management, and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the PRU sites.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision.
- To ensure that New River College policies and customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed _____ Date _____

New River College Pupil Referral Unit

Person Specification

POSITION: Art Teacher**GRADE:** MPS/UPS + SEN Allowance

ESSENTIAL CRITERIA	
EDUCATION AND EXPERIENCE	
E.1	Qualified teacher status.
E.2	At least 3 years successful teaching of the subject area designated in JD, including evidence of involvement in the raising of achievement of challenging pupils.
E.3	Experience of developing and delivering programmes related to subject area designated in JD.
E.4	A Special Educational Needs qualification or relevant experience in the area of challenging behaviour.
E.5	Evidence of continuing professional development.
SKILLS, KNOWLEDGE AND ABILITIES	
E.6	An understanding of methods and good practice in reviewing and evaluating teaching & learning.
E.7	Evidence of clear view about future developments of area of responsibility in a school or PRU, and an ability to manage change.
E.8	Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU.
E.9	An understanding of national developments in the area of social inclusion.
E.10	Knowledge of the National Curriculum, including Programmes of Study and national strategies related to the teaching of the subject area designated in JD.
E.11	Knowledge of a range of accreditation available to students in the subject area designated in JD.
E.12	An understanding of behaviour management strategies.
E.13	Ability to build effective working relationships with a range of partners and stakeholders.
E.14	Ability to motivate colleagues and pupils through a positive and professional attitude.
E.15	Strong interpersonal skills and an ability to communicate clearly both orally and in writing.
E.16	Ability to use key aspects of ICT to present data.

E.17	Excellent behaviour management skills based on a firm but empathetic approach with pupils.
E.18	Demonstrable commitment to inclusive education.
E.19	Capacity to work under pressure and to meet deadlines.
E.20	Capacity to work flexibly and to adapt to the changing needs of the New River College and the PRU.
E.21	Excellent attendance and punctuality.
E.22	Ability to prioritise competing demands.
E.23	Ability to work as part of a team.
E.24	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
E.25	A commitment to deliver services with the framework of New River College's equal opportunities policy.
E.26	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

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



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.