



## **Class Teacher/PSEMH Lead**

### Application Pack

# Principal and Vice Principal's Welcome

We hope that you get a sense of the passion and energy here at Hovingham where we strive to provide the very best education for every child and the very best professional development, guidance, and support for every member of staff.

In a nutshell, we are on a mission to 'Aim High' in all that we do; as a team and as individuals so that every child can reach their full potential and exceed their national peers. We have the highest ambitions for the children and families we serve in all aspects of their education, academic, physical, emotional and cultural development.

Hovingham is now a strong and unwavering school which is performing very well. Our standards are good and continually improving, and we are looking for teachers who can continue to take our great school forward and be part of something extraordinary!

You would be joining Hovingham at an exciting time. We are now an outward facing school redefining our vision, where support and collaboration are at the heart of school transformation.

To be part of Team Hovingham, you need a sense of humour, passion, energy and drive – the rest we will teach you!

If you're inspired and motivated by the opportunities and challenges at Hovingham, then we would very much welcome an application from you.

Good luck with your application.



**Kellie Halliday**  
**Principal**



**Kim Andrews**  
**Vice Principal**

# About Team Hovingham Structure

**Teaching and Learning** is of course at the heart of our school but what makes Hovingham different is the support teams whose main role is to remove barriers to teaching and learning – so teachers can teach!

**The SEND Inclusion Team** is intrinsically linked to the Teaching & Learning Team ensuring children with any need is identified early and any support required is planned and delivered successfully.

**The Family Team** are responsible for ensuring attendance is consistently high, by supporting children and families to achieve this, as well as ensuring a smooth transition into school from the initial admissions stage to a child's first day at school. They plan and deliver a range of parental engagement activities too.

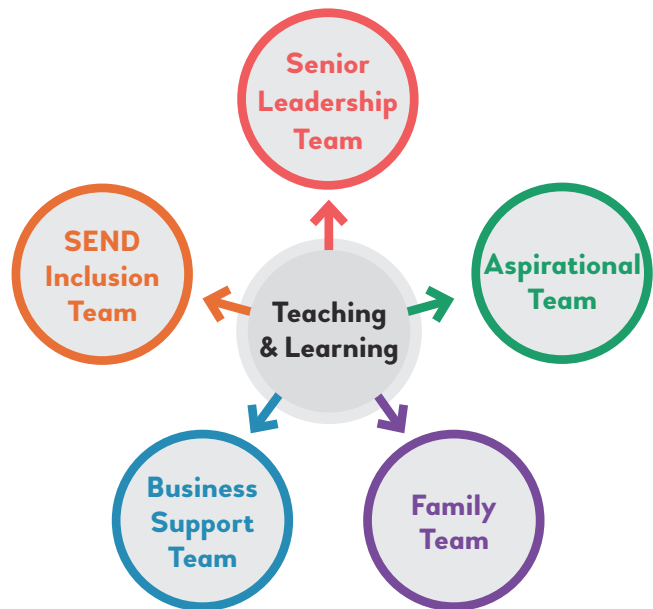
**The Business Support Team** are responsible for the smooth operations of school from ensuring a clean, well-maintained environment, delivered by a team of cleaners and facilities staff, to ensuring the systems and processes are in place from booking school trips, handling cash or simply meeting and greeting visitors.

**The Aspirational Team** is a recent exciting development at Hovingham. This team are the

dream makers who will organize a wide range of experiences and activities in order to widen children's eyes and spark interest to a world of potential that they may not see right now.

**All the teams** are led by experienced Senior Leaders within their area of expertise such as EYFS, KS1, KS2, Maths, Literacy and SEND. All the teaching staff leading their areas do not have a full-time class commitment so can provide support, guidance, and coaching to all our teachers and support staff in their key areas.

**Strategic leadership** is provided by the principal and the vice principal who combine their educational and business acumen to lead a successful school.

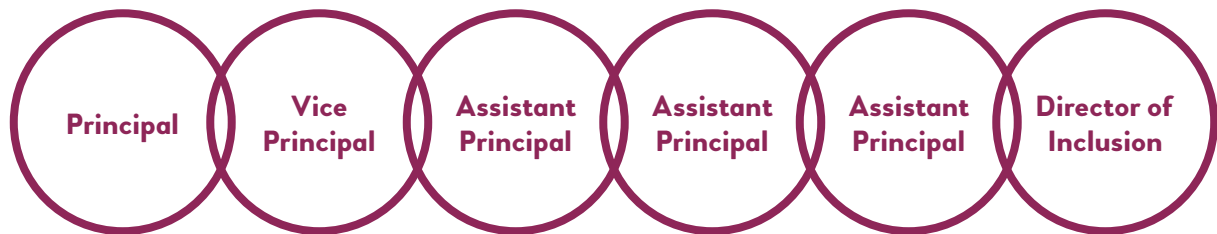


# Leadership Structure at Hovingham Primary

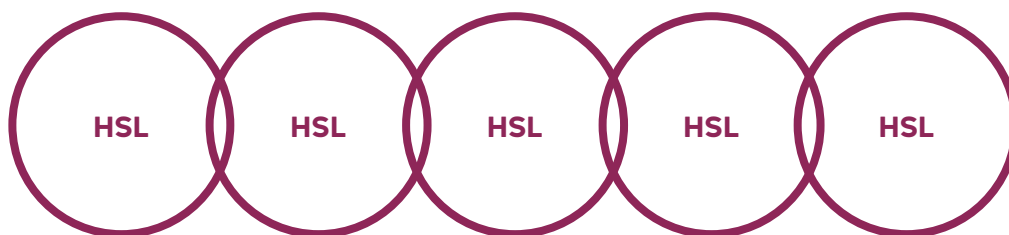
To be a great school with a great team requires a leadership structure which is robust and knowledgeable.

Our structure is designed to enable our leaders to create strategies and put them into operation, using internal relationships.

Every decision, action, and strategy is strongly linked to improving the outcomes for our children.

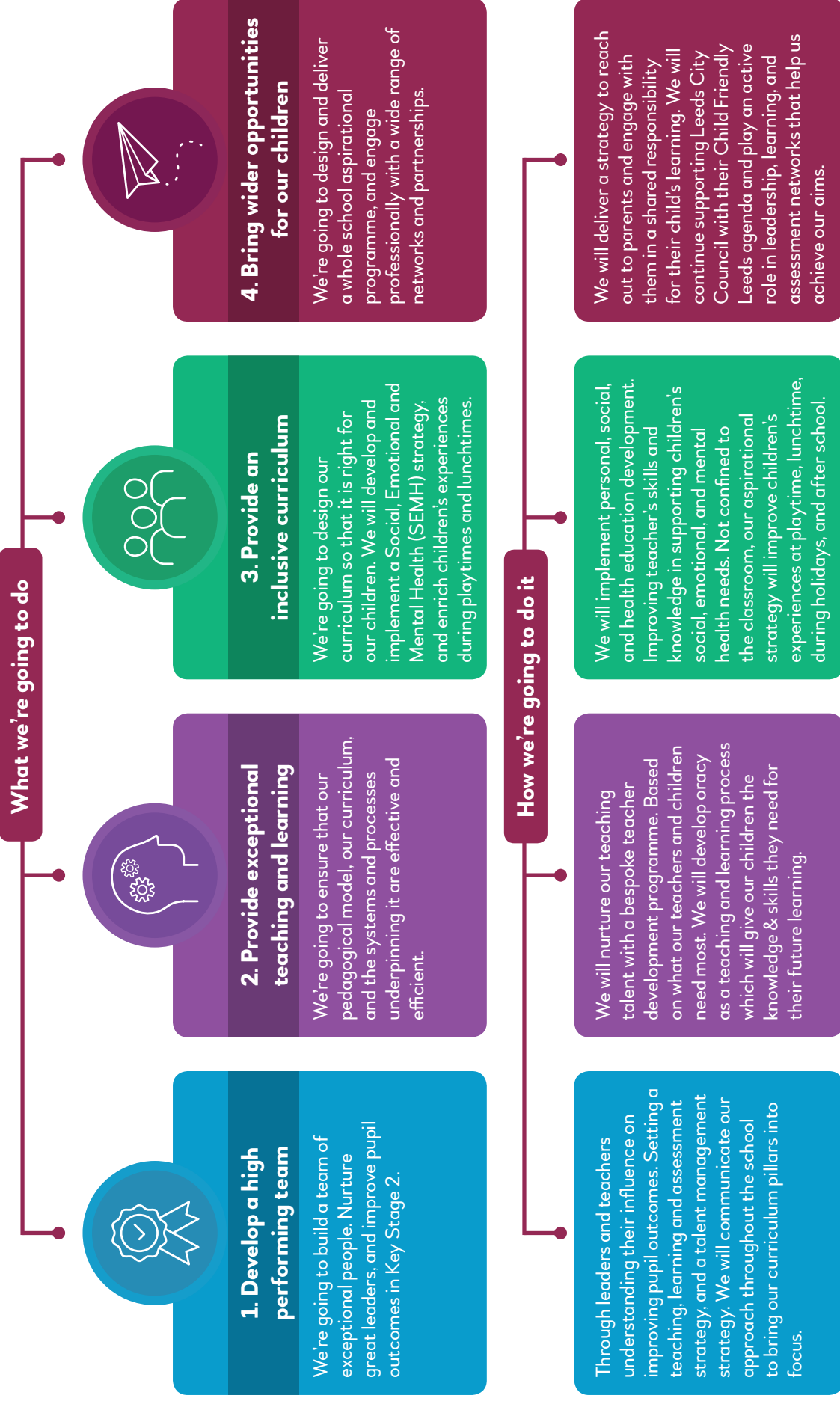


## Hovingham Specialist Leaders



# Our vision: to be a great school with a great team

Our 4 focuses for 2019-2020





# Class Teacher

<b>Grade:</b>	MPS/UPS
<b>Accountable to:</b>	Assistant principals and Hovingham specialist leader.
<b>Accountable for:</b>	Teaching assistants and other classroom support staff.
<b>Safeguarding:</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Purpose of the Role:

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education, and discipline of all students.

The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50.

The candidate will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

## Main Duties:

### Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups, and individuals so that teaching objectives are met, momentum and challenge are maintained, and the best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and positive and productive relationships.

# Class Teacher

## Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures, and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation, and set clear targets for learning, building on prior attainment.
- Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

## Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework, providing constructive oral and written feedback and setting targets for progress.
- When applicable, understand the demands expected of pupils in relation to the national curriculum, KS4, and post-16 courses.

## Relationship with Parents and the Wider community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupil welfare.

# Class Teacher

## **Manage Own Performance and Development**

- Take responsibility for their own professional development and keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility for the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

## **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

## **Managing Resources**

- Select and make good use of textbooks, ICT, and other learning resources which enable teaching objectives to be met.



# Class Teacher

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching certificate.</li> <li>• Evidence of CPD.</li> </ul>	Degree or relevant postgraduate certificate.	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience in relevant KS.</li> <li>• Planning and delivering the curriculum in relevant KS.</li> </ul>	Teaching in more than one school.	Application form.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A thorough knowledge and understanding of all relevant aspects of the national curriculum in relation to the post.</li> </ul>		Interview.
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate to and build relationships with pupils, parents, and other members of the school community.</li> <li>• Enthusiasm and commitment to the aims and objectives of the school.</li> <li>• Good communication skills.</li> </ul>	Willingness to participate fully in school activities.	Application form. Interview reference.
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>• Achieving challenging professional goals.</li> <li>• Prioritising work.</li> <li>• Working to deadlines.</li> </ul>		Application form. Interview reference.
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Personal impact and presence.</li> <li>• Self confidence.</li> <li>• Resilience in challenging and changing environment.</li> </ul>		Application form. Interview reference.
<b>Safeguarding &amp; promoting the welfare of children</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children.</li> <li>• Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline.</li> </ul>		Application form. Interview reference.

# **Hovingham's Specialist Leader (HSL) TLR2a Personal Social Emotional Mental Health**

## **Core Purpose**

- Lead and coordinate the delivery of PSEMH across the whole school.
- Be a lead PSEMH teacher, a model.
- Deliver on the focused actions from the SEMH strategy.
- Secure outstanding achievement, attainment and attendance by teaching within phase 3 or 4.
- Ensure appropriate transition within and across Hovingham's phases.
- Respond to and implement the delivery of the strategic aims of school.

## **Supporting the Principal and Assistant Principals in Leading Hovingham Primary School:**

- Promote the vision, culture and ethos of the school through leading by example.
- Hold staff to account, to ensure exceptional teaching, learning and assessment of PSEMH.
- Support the delivery of the annual plan through effective and efficient staff communication.
- Work alongside Assistant Principals to secure excellence in pupil outcomes.
- Be a coach and the phase's 'go to' for staff.
- Work collaboratively with Hovingham's Specialist Leaders through connected leadership.

# Hovingham's Specialist Leader (HSL) TLR2a Personal Social Emotional Mental Health

## **Developing Hovingham's educational model:**

- Prepare and present informative reports to parents.
- Ensure key hitters are delivered through staff engagement.
- Lead others to contribute to exceptional learning environments and curriculum.
- Provide effective pastoral and behavior support for children and guidance and support for staff.
- Promote innovative and effective parent engagement and communication.
- Support Director of Inclusion to monitor the quality of teaching, learning and assessment of PSEMH.

## **Growing Hovingham to Greatness:**

- NQT mentor (supported by Assistant Principals).
- Supported by Assistant Principals, ensure that PSHEMH is a driver though our curriculum.
- Be recognised Hovingham's teaching, learning and assessment champion and support Hovingham's school to school improvement model.
- Be part of external partnerships which bring benefits to children, such as cluster, transition, project based, and Local Authority moderation for KS1.

# Hovingham's Specialist Leader (HSL) TLR2a Personal Social Emotional Mental Health

	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Qualified teaching status.</li> <li>• Degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional development in teaching, learning and assessment.</li> <li>• Evidence of PSHCE / mental health professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successfully leading and managing staff and/or an improvement focus/ project work.</li> <li>• Demonstrated outstanding, sustained, and successful experience as a teacher in a primary context.</li> <li>• Proven track record in raising achievement and attainment standards.</li> <li>• Proven track record of successful working within a Primary sector.</li> <li>• Experience of leading PSHCE or undertaken mental health training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of some external development work which has broadened experiences.</li> <li>• To become a Claire Mckie © Power Instructor.</li> <li>• Counselling or knowledge of Mindmate.</li> </ul>
<b>Abilities, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to empower, motivate and challenge teams to achieve high goals.</li> <li>• Demonstrate personal and professional integrity including modelling</li> <li>• Hovingham's values and vision.</li> <li>• Ability to prioritise, plan and organise themselves and others.</li> <li>• Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.</li> <li>• Demonstrate resilience and optimism.</li> <li>• Think analytically and creatively and demonstrate initiative in solving problems.</li> <li>• Sense of humour.</li> <li>• Demonstrate a capacity for sustained hard work with energy and vigour.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of statutory assessments within phases.</li> <li>• Ability to coach, mentor and support colleagues.</li> <li>• Desire to secure future school leadership positions.</li> </ul>

# Leadership Aspirations

Have you thought about the next steps in your career?

We aim high at Hovingham and have developed a talent management strategy to grow, nurture, and coach all our people to pursue their goals and make their dreams a reality.

We are always eager to know about teachers' leadership aspirations. You may have completed your NQT/RQT year or perhaps you are an experienced teacher beginning to think about your future. Whether that's an aspiration to lead a subject area, take the next steps into middle leadership, or have a passion for future headship.

## **We would like to know:**

- Your leadership aspirations and milestones you would like to achieve.
- Any particular leadership experiences or development.
- Any teacher development sessions you have led.
- Curriculum leadership specialisms.
- Leadership skills, knowledge, and personal attributes.

## **We want to make your dreams come true**

We do not have any specific leadership roles, but we recruit talent. So, if you do have a particular passion for leadership make it clear on your application – we'll be interested to hear from you.

# How To Apply

Please complete the teacher application form available at [www.leeds.gov.uk/jobs](http://www.leeds.gov.uk/jobs), eTeach or TES, and return to [recruitment@hovingham.org](mailto:recruitment@hovingham.org).

Along with the form can you also submit a **handwritten letter addressed to the children** at Hovingham outlining why Hovingham? and why now?

- The closing date is 10am on Wednesday 20th March 2019.
- Interviews will take place on Monday 25th March 2019.

**We are hosting an open evening on Thursday 14th March 2019 from 4.15pm. An opportunity for you to meet Team Hovingham and find out why our school is an extraordinary place.**

If you're interested in finding out more about Team Hovingham and would like to attend, please email [recruitment@hovingham.org](mailto:recruitment@hovingham.org). Alternatively, contact Reeshka Adams on **0113 248 9537** or email [reeshka.adams@hovingham.org](mailto:reeshka.adams@hovingham.org) to book your place.

# We Are Located Here

