

Application Pack

Class Teachers

Elsley Primary School



learning

sharing



achieving

respecting



Elsley Primary School

Tokyngton Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: admin@elsley.brent.sch.uk Headteacher: Mr Raphael Moss



March 2023

Dear Applicant,

Thank you for your interest in applying to Elsley Primary School.

Our school continues to benefit from increases in pupil numbers and we are excited to offer opportunities for qualified teachers to join our Elsley team as class teachers.

Our school is an exciting place to work and to learn. Staff are empowered and improve their practice through a coaching culture and there is no data-led performance management. As a reflective school we are committed to continuous improvement whilst aiming to balance the needs and wellbeing of our staff.

Please read more about our school in this pack and on our website. You are welcome to arrange an informal visit or telephone conversation with me prior to applying.

I look forward to hearing from you.

With best wishes,

Raphael Moss

Headteacher

Safe recruitment is central to safeguarding children and young people.

Elsley Primary School places the utmost importance on safeguarding and applies these principles to our recruitment processes of volunteers as well as staff.

We expect all staff and volunteers to share this commitment.

Work history and references will be checked during shortlisting and interview.

Prior to appointment, the successful applicant will be required to successfully pass vetting checks including Enhanced Disclosure from the Disclosure and Barring Service.



CIE Chartered Institute of Educational Assessors
Excellence in Assessment (Schools)





Contents

- 1. Elsley's Ethos, Vision and Values**
- 2. The context of Elsley Primary School**
- 3. Key Facts about the role and application process**
- 4. Job Description**
- 5. Person Specification**

Elsley Primary School

ethos and values

Values	learning	sharing	achieving	respecting
We believe in...	<p>a lifelong process of active growth and self-improvement</p> <p>gaining knowledge, skills and understanding – as individuals and in collaboration with others</p> <p>learning to evaluate and think critically</p> <p>nurturing creativity</p> <p>developing independence</p> <p>the importance of understanding how to keep ourselves safe</p> <p>researching and improving how we learn and how we teach</p>	<p>recognising the value of giving</p> <p>showing kindness to friends and to others</p> <p>supporting and helping those in need</p> <p>strengthening relationships and building trust</p> <p>celebrating and valuing the efforts and achievements of others</p> <p>sharing the world and the environment with others</p> <p>building community and contributing to society</p>	<p>having high aspirations, working hard and striving to reach our personal best</p> <p>developing self-esteem</p> <p>reaching our full potential, developing confident children and adults</p> <p>setting, and making progress towards, short-term and long-term goals</p> <p>aiming high across the breadth of the curriculum</p> <p>experiencing a wide range of opportunities</p>	<p>understanding and valuing everyone</p> <p>learning about the customs, practices, lifestyles and beliefs of others</p> <p>acknowledging and celebrating similarities and differences</p> <p>displaying good manners and learning to refine behaviour and attitudes</p> <p>being considerate and thoughtful to others and to the environment</p> <p>acting morally and ethically</p> <p>taking pride in ourselves, our school and community</p>
Priorities 2022	<p>School Development Plan SDP Priorities 2022</p> <p><i>Priority 1: Continue to develop the whole-school teaching of reading and writing so that more effective teaching addresses gaps and raises attainment in each cohort</i></p> <p><i>Priority 2: Continue to improve the in-class provision and support for pupils identified as 'SEND support' through good teaching so that each child's individual needs are met</i></p> <p><i>Priority 3: Continue to develop 'catch-up' programmes to prioritise a rapid increase in attainment of the pupils working well-below age-expectations</i></p> <p><i>Priority 4: Continue to develop the curriculum so that it meets the needs of, and enriches the lives of, our pupils and our community</i></p>			
	<p>At Elsley we value high-quality learning and achievement, together with an ethos of sharing and respecting.</p>			

In recent years Elsley Primary School has doubled to 4-forms of entry. We have created a supportive and high-achieving culture, matched by modern buildings and facilities. Our school is situated in a highly urban area but the school itself is tucked away in a quiet residential setting with its own on-site farm and extensive grounds to support Outdoor Learning.



We are proud of the breadth of our curriculum and holistic education which is matched by strong academic achievements. The most recently published assessments prior to COVID continued an upward trend of achievement with KS2 progress in each of Reading, Writing and Maths placing us in the top 20% of all schools nationally.



Our most recent Ofsted inspection in May 2022, confirmed the school is a good provider and the report reflects the school's many strengths.

We have a happy and diverse community of staff, pupils and their families. We pride ourselves on our nurturing culture for children and for staff. In June 2020 we were recognised with a Gold Award for supporting the physical and mental wellbeing of staff during the pandemic.



We have high expectations for pupil progress and outcomes, combined with creativity within our curriculum offer. Some of our more unusual initiatives include an on-site farm and a whole-school residential curriculum. This starts by giving our youngest children the experience of a night-time walk and a campfire, leading through on-site camping under canvas and culminating in longer trips away from school for the oldest children.



Our pupils face many challenges, including high levels of deprivation and associated difficulties. Significant numbers of pupils arrive mid-year and with little or no English. Our systems and staff training reflect these additional challenges and we collectively strive to overcome these barriers.

Staff are empowered and improve their practice through an established coaching culture and there is no data-led performance management.



There are extensive opportunities for professional development. Elsley has its own graduate programme; we work with external partners to lead on-site teacher training; we encourage collaboration and networking within Elsley and with other schools; we offer high-quality continuous professional development; as well as opportunities for middle and senior leadership.

Elsley is a lead school for the North West London Teaching School Hub delivering one of the National Professional Qualifications (NPQs) to aspiring leaders across three London boroughs.

There are opportunities for our staff to complete NPQs and many have successfully progressed to leadership posts within and outside of Elsley Primary School.

As well as working collaboratively in year-group teams, staff work in whole-school teams, leading curriculum areas, or areas of whole-school benefit or improvement.

Each year Elsley offers the opportunity for teachers to apply for a fixed-term TLR 3 to take on additional responsibility in an area, or to put forward a proposal to lead a project to benefit children beyond their year group, or for the benefit of the whole school. When there is a sustained need for this leadership and evidence of leadership impact, a permanent TLR 2 is awarded.

The main opportunity to apply for these roles is at the end of the autumn term each year. Fixed term TLR3s are usually awarded to run from January to December. This timing provides scope for teachers who join Elsley in September to settle into the school and gain a deeper understanding of the context and leadership opportunities before applying for a TLR. The timing also helps provide continuity to projects and school improvement from one academic year into the next.

TLR 3

£1320

per annum

1-year

fixed-term

usually January to December

TLR 2

£3240

per annum

permanent



Class Teachers...

**Are you creative, with a nurturing approach
and a focus on achieving good results?**

***At Elsley we value high-quality learning and achievement,
together with an ethos of sharing and respecting.***

If you want to join an enthusiastic, dynamic and committed team, with modern buildings and facilities and a collaborative, supportive atmosphere, then we want to hear from you!

Elsley is a diverse and happy community with a wealth of experience and cultures. Staff are committed to sharing good practice and collaborative working, with opportunities for creativity within the curriculum encouraged. Together we are focused on making a positive impact on achievement. Our children are at the heart of everything we do.

You will:

- have excellent, teamwork and communication skills
- be passionate about improving children's lives
- be nurturing and sensitive, acting as a strong role model to staff, parents and pupils
- be determined to learn and succeed

We are a school with:

- A supportive and welcoming atmosphere
- Children who are happy and eager to learn
- A learning community and a strong commitment to developing everyone
- Leadership support and professional development opportunities
- A creative and holistic approach to education, focused on achieving the best for each individual child
- A commitment and track record of developing staff, including supporting leaders into Headship

Visit our website to find out more: <https://www.elsley.brent.sch.uk/job-vacancies>



Key Facts

About the Job

Role: Class Teacher

Location: Elsley Primary School, Wembley, Brent

Salary: Main Pay Range or Upper Pay Range, Inner London £34,502 - £53,482

Contract: Permanent

Commencing: September 2023

Hours: Full-time or opportunities for flexible or part-time working

In order to attract and retain excellent staff, we welcome applications from staff looking for flexible or part-time arrangements, or those returning from a career break.

Please include this information within your application.

Application Process

Deadline: 8:30am on Wednesday April 19th 2023

Please read more about our school on our website. You are very welcome to arrange an informal visit or telephone conversation with the Headteacher prior to applying.

Interviews: During week commencing April 24th 2023



Applications will only be accepted on our Elsley Application Form, available on our website. These must be submitted via email to:

vacancies@elsley.brent.sch.uk

Feedback is not typically offered to candidates who are unsuccessful at the shortlisting stage.

In line with Safer Recruitment, references will be requested for shortlisted candidates, prior to interview.

Job Description – Class Teacher

 	Job Title	Class Teacher
	School	Elsley Primary School
	Location	Wembley, Brent
	Grade	Main pay scale range 1-6 or Upper pay scale range 1-3 in line with the current <i>School Teachers' Pay and Conditions Document</i>
	Reports to	The headteacher, members of the senior leadership team (SLT) and the governing body
	Staffing Responsibility	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities
	Restricted	No

1. Job Purpose:

- 1.1 Be responsible for the learning and achievement of all pupils in class, ensuring equality of opportunity for all
- 1.2 Be responsible and accountable for achieving the highest possible standards in work and conduct
- 1.3 Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- 1.4 Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 1.5 Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- 1.6 Take responsibility for promoting and safeguarding the welfare of children and young people within the school



1. Principal Accountabilities And Responsibilities:

1.1 All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

2. Teaching

2.1 Deliver the curriculum as relevant to the age and ability group/subject/s that you teach

2.2 Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate

2.2 Be accountable for the attainment, progress and outcomes of pupils' you teach

2.3 Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn

2.4 Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

2.5 Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)

2.6 If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics

2.7 Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment

2.8 Make accurate and productive use of assessment to secure pupils' progress

2.9 Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

2.10 Use relevant data to monitor progress, set targets, and plan subsequent lessons

2.11 Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate

2.12 Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*



3. Behaviour and Safety

- 3.1 Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- 3.2 Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- 3.3 Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- 3.4 Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- 3.5 Have high expectations of behaviour, promoting self-control and independence of all learners
- 3.6 Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- 3.7 Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

4. Team working and collaboration

- 4.1 Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- 4.2 Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- 4.3 Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- 4.4 Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- 4.5 Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- 4.6 Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

5. Wider professional responsibilities

- 5.1 Work collaboratively with others to develop effective professional relationships
- 5.2 Deploy support staff effectively as appropriate
- 5.3 Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- 5.4 Communicate and co-operate with relevant external bodies
- 5.5 Make a positive contribution to the wider life and ethos of the school



6. Administration

- 6.1 Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- 6.2 Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

7. Professional development

- 7.1 Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- 7.2 Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- 7.3 Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

8. Other

- 8.1 To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- 8.2 Perform any reasonable duties as requested by the headteacher


Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



Person Specification

Applicants should show how they meet the specified criteria:

 <small>learning sharing achieving respecting</small>	Elsley Primary School
Person Specification & Selection Criteria Post Title: Teacher	
Please note: Shortlisting for interview will be based on whether the candidate indicates on their application form that they meet the following shortlisting criteria.	
Education and Professional Qualifications	
Hold Qualified Teacher Status (QTS)	
Evidence of continuous participation in training and a commitment to further CPD.	
Experience	
Successful experience teaching in the relevant Key Stage.	
Successful experience working within a team	
Skills / Abilities	
Create a stimulating and safe learning environment	
Plan, prepare and deliver the curriculum, teaching inspiring and engaging lessons where all pupils make progress as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies	
Achieve and maintain high standards from the pupils	
Assess, record and report on children's levels and progress to inform next steps and monitor progress	
Successfully deploy a range of behaviour management strategies	
Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.	
Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning needs	
Understanding of barriers to learning and how to overcome these	
Encourage children in developing self-esteem and respect for others	
Use own initiative and work effectively within a team	
Excellent interpersonal skills when relating to children, parents and staff.	
Excellent communication: written, oral & using ICT.	
Work effectively under pressure, maintaining a positive attitude	
Fully understand and support the school's ethos	
Demonstrate a commitment to: Equalities; promoting the school's vision and ethos; high quality, stimulating learning environments; relating positively to and showing respect for all members of the school and wider community; on-going relevant professional self-development; and safeguarding and child protection.	



Privacy Notice – Recruitment

Your information is collected for the purpose of considering your application in respect of a role for which you have applied.

You are providing your information to Elsley Primary School, Tokyngton Avenue, Wembley, HA9 6HT.
email: admin@elsley.brent.sch.uk

Our Data Protection Officer is:

Rajesh Seedher

Tel: 020 8937 2018

Email: school.dpo@brent.gov.uk

Address: Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

How we use your information

The information may be shared with our recruitment and Human Resources advisers. For unsuccessful applicants, information shall be retained for six months and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Security

We take appropriate measures to ensure that all personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach.



www.elsley.brent.sch.uk

 @ElsleyPrimary