

# Class Teacher

Ambler Primary School & Children's Centre

AMB/647



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## **Ambler Primary School is recruiting!**

### **Outstanding Class Teacher**

**Salary Grade: Main Pay Scale/UPS  
+ TLR responsibility (for the right candidate)  
Actual Salary Range: £28,660 - £47,298 per annum  
NQT's welcome to apply**

**Required September 2018**

Ambler primary school needs a new class teacher to join their dynamic, bright and hardworking team at this outstanding and fantastic school from September 2018 (NQTs welcome to apply).

TLRs are available for the right candidate.

Our new teacher will be:

- A good or outstanding classroom practitioner
- A teacher who is able to work well as a member of an excellent teaching team
- A reflective and resourceful practitioner who is keen to make their practice the best it can be
- A solution focused and positive teacher who is passionate about improving the outcomes for all pupils

We will offer you:

- An opportunity to work within a vibrant and hardworking school team
- Excellent CPD to support and develop you in this role
- A role in an outstanding primary school with exceptionally well behaved pupils and a warm and bright teaching staff

Further details:

Visits to the School are welcomed and encouraged. To book a visit please contact the school office on 020 7226 4708 or [office@ambler.islington.sch.uk](mailto:office@ambler.islington.sch.uk).

- Closing date and shortlisting for this role is Friday 2nd March 2018
- Interviews for this post will take place on Thursday 8<sup>th</sup> March 2018

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. If you need any assistance please email the Education HR at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference: **AMB/647**

**Ambler Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.**

# **Schools**

## **JOB DESCRIPTION**

**SCHOOL:** Ambler

**POSITION:** Class Teacher – KS1/ KS2 **GRADE:** Main Scale/UPS + TLR for the right candidate

**RESPONSIBLE TO:** Head teacher

### **PURPOSE OF THE POST**

To ensure the highest possible standards of education for the pupils for whom the teacher has class/group responsibility - socially, emotionally, physically, intellectually and aesthetically.

To ensure the appropriate levels of development for pupils within class group

To assume continuity of policy and curriculum promoting equal opportunities for all.

### **DUTIES AND RESPONSIBILITIES**

**1.** The teacher will work in liaison, contact and co-operation with:

- other members of staff;
- members of borough support and advisory services;
- organisations and networks relevant to the teacher's duties;
- parents, governors and the local community.

**2.** 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 1991;
- school policies and guidelines on the curriculum and school organisation;
- LEA policies and guidelines, in particular those relating to curricular aims and principles, and to race and gender equality

**3.** To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.

**4.** 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

**5.** To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.

**6.** 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; and to develop relationships with and between pupils conducive to optimum learning.

**7.** 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.

- 8.** To maintain an attractive, stimulating learning environment; to contribute to displays in the school as a whole.
- 9.** To take part in whole-school reviews of policy and aims, and in the revision of formulation of guidelines.
- 10.** To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
- 11.** To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate. To participate fully in Ambler Performance Management arrangements.
- 12.** To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.
- 13.** To take part in the corporate life of Ambler by, for example, attending and preparing children for assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
- 14.** To supervise, and so far as practicable to teach, any pupils whose teacher is absent.
- 15.** To play a full part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group.
- 16.** To participate in the production, and continuous evaluation and review, of whole-school policy and guidelines.
- 17.** To participate in review of learning materials, and of relevant equipment, and on the allocation of these resources within the school.
- 18.** To support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate.
- 19.** To participate in in-service workshops, meetings, sessions and activities with other members of staff.
- 20.** To organise displays of children's work to show recognition and affirmation to the children themselves, and in this way provide stimulus and ideas for colleagues and information for parents.
- 21.** To participate in periodic reviews of pupil and class performance in order to monitor progression in order to determine future priorities.
- 22.** To work with curriculum leaders to ensure that there is continuity across year group and phase.
- 23.** To keep abreast of new thinking and practice, by attending courses and in- service sessions, and by reading books, articles newsletters, documents, etc.
- 24.** To give information to, and to collect and disseminate information from, schools to which pupils transfer whenever appropriate.
- 25.** At all times to carry out responsibilities/duties with due regard to the Council's equal opportunities employment policy.

**26.** To ensure that subject-matter and learning resources reflect Borough and school policies on equality, and that the implications of these policies are borne in mind in relation to all tasks and duties

**27.** To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other members of the public.

### **Confidentiality**

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

### **GENERIC DUTIES:**

- To achieve high quality educational outcomes for pupils and personal appraisal targets as agreed with your line manager.
- To undertake relevant training and development, including meetings, supervision, seminars and other events.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Ambler policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manager.

The title of the post to which I normally report is: Head teacher

**Signed:**

**Date:**

## **Schools**

### **PERSON SPECIFICATION**

**SCHOOL:** Ambler **POSITION:** Class Teacher

**GRADE:** Main Scale/ Threshold

#### **CRITERIA**

##### **EDUCATION AND EXPERIENCE**

- E1.** Qualified Teacher Status and evidence of appropriate subsequent in-service training.
- E2.** Minimum of 2 years recent successful teaching experience preferably across both Key Stages 1 and 2 and in at least one inner city multi-cultural school.
- E3.** Experience of supporting change at an appropriate level including the curriculum, classroom organisation and administration in a primary school.
- E4.** Proven experience of high standards of primary classroom practice and of teaching area of responsibility.
- E5.** Evidence of the personal and intellectual qualities required to set an example to others and to lead a team,
- E6.** Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.
- E7.** Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.

##### **SKILLS, KNOWLEDGE & ABILITIES**

- E8.** 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.
- E9.** Evidence of the ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.
- E10.** A thorough knowledge of the requirements of the National Curriculum and learning strategies for children of all abilities.
- E11.** Evidence of good general knowledge of the requirements of the National Curriculum.
- E12.** Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.
- E13.** Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review.

**E14.** Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.

**E15.** 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.

**E16.** 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. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.

**E17.** Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.

**E18.** An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in their care.

**E19.** Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identity is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.

## Information about the school

### Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please [click here](#).

### School Website

Ambler Primary School and Children's Centre website is <http://ambler.islington.sch.uk>.

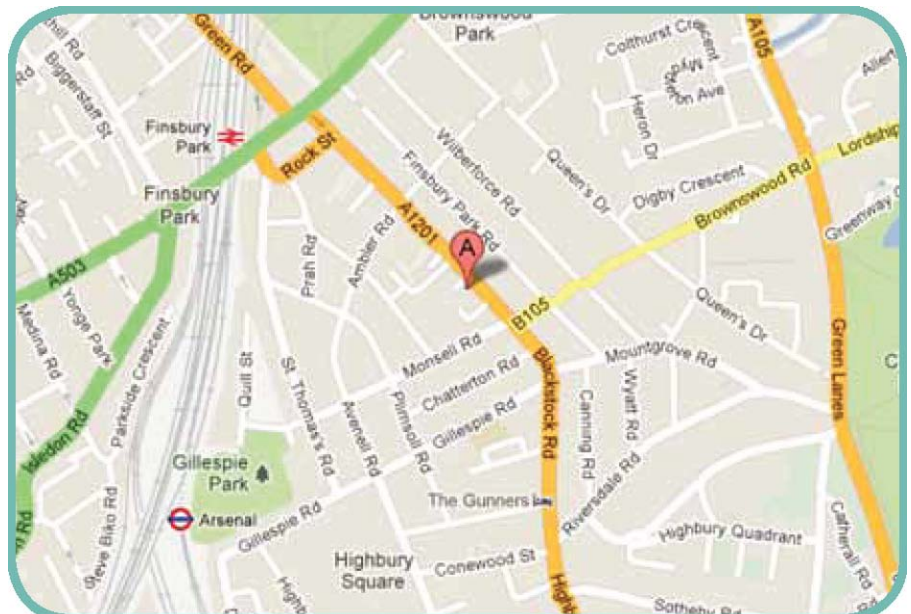
### Islington

Further information about Islington borough is available at [www.islington.gov.uk](http://www.islington.gov.uk)



### School location map

Blackstock Road  
Islington  
London  
N4 2DR



# Details of Selection Process

## Application Deadline

Completed online application forms must be received by Midday **Friday, 2nd March 2018**

***Please note we do not accept hard copy application forms.***

## Completing your application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

## Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 266 4708

## Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



## Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

### 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 1996 (Section 8) 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 be 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.
- 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.

#### Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

#### 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

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

#### 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.

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.

## 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](http://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, proof of relevant qualifications 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.