

Christ Church CE (VA) Junior School



Growing in Faith, Learning and Love



Class Teacher Candidate Information Pack

Telephone: 01422 832454

Email: admin@christchurch-sowerby.calderdale.sch.uk

Website: www.christchurchjuniors.org.uk

Headteacher: Miss Alison Embleton



January 2019

Dear Applicant

Thank you for your interest in the post of Class Teacher at Christ Church CE (VA) Junior School. Christ Church is a voluntary aided church school, located in the heart of Sowerby Bridge. We are a small junior school and we predominantly take children from the locality directly around school. We have a significantly higher than average number of children who are in receipt of pupil premium funding.

Our recent Ofsted report (October 2017) re-affirmed our status as a good school:

'You have worked tirelessly to create the conditions for learning that enable all pupils to thrive and be successful. Such is your commitment to promoting physical and mental well-being that you nurture strong and trusting relationships. You have promoted successfully a loving family atmosphere, in which staff and pupils flourish and are proud to be part of the Christ Church team.' Ofsted, October 2017

The staff at the school are friendly, hardworking and supportive and keen to provide all children with every opportunity to achieve their full potential. Governors and staff work together to promote the well-being of the whole community. As a church school, we have a strong Christian ethos and are committed to nurturing the uniqueness of every child, developing their potential in God's image, enabling them to achieve well in every area. The school's chosen Christian values of friendship, trust, wisdom, endurance and koinonia underpin all policies and practice.

If you feel that you have imagination and enthusiasm to inspire and impact on the life chances of our children, combined with the drive and commitment to undertake this role then we would look forward to receiving your application.

I hope that the information provided in this applicant pack will encourage you to apply for the position Class Teacher. The personnel specification contains the essential and desirable criteria that the selection panel will be looking for and your application should address these accordingly. Please note, previously unsuccessful applicants need not apply. Please state on the application whether you are applying for the permanent or temporary position. If you wish to be considered for both, please clarify this.

We look forward to receiving your application.

Yours faithfully

Alison Embleton

Alison Embleton
Headteacher

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Class Teachers

Salary: MPS

The governors seek to appoint the following inspiring, energetic and outstanding teachers to join our team.

- **1x permanent, full time teacher, commencing September 2019, or earlier if available**
- **1x temporary full time teacher (Year 3 initially), commencing 29th April 2019 or as soon as possible after this date, until the return of the substantive postholder (Maternity Leave, likely to be 1 year)**
- **1x temporary full time teacher (Year 6 initially), commencing 3rd June 2019 or as soon as possible after this date, until the return to the classroom of the substantive postholder**

We are a small Church of England Junior School with a strong Christian ethos and are currently on an exciting, aspirational journey of improvement which will take us from 'good' to 'outstanding'.

The successful candidates will be excellent classroom practitioners who are able to enthuse and motivate our pupils, enabling them to make excellent progress in all areas of the curriculum. Applications from newly qualified and experienced teachers are welcome.

We are looking for candidates who:

- Have enthusiasm, commitment and a positive outlook
- Are committed to providing challenge and opportunity for our children
- Are creative and innovative
- Have high expectations
- Are an excellent team player, able to establish effective working relationships with all stakeholders
- Are committed to nurturing the Christian ethos of the school

In return, we can offer:

- The chance to be part of our exciting journey towards excellence
- Proven successful NQT Induction and mentoring processes
- Happy, friendly children who are keen to learn
- A friendly, strong and supportive team, committed to providing the very best education for our children
- A commitment to continued professional development
- A supportive Governing Body

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed.

Visits to the school are warmly welcomed and encouraged. If you would like to visit our school contact Mrs Anthea Gee, School Business Manager. Application packs are available via email, or by collection in person from the school office.

Please return your completed application to the school.

Closing date: Monday 25th February 2019, 10am

Shortlisting: Thursday 27th February

Teaching observations: WC 4th and 11th March 2019

Interviews: Wednesday 20th March 2019

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Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc).
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references - a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in 'regulated activity' this will include an additional check of the Children's Barred List.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.



Christ Church CE (VA) Junior School
Job Description
Post: Class Teacher
Responsible to the Headteacher



The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in the school. The following points should be noted:

1. The postholder is required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document and any subsequent amendments, as the Headteacher may reasonably direct from time to time.
2. The details set out below describe the main duties and responsibilities relating to the post; however, a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out and no part of it can be so construed.

PRINCIPAL RESPONSIBILITIES

1. To maintain and develop the Christian ethos of the school in accordance with the directions given by the Headteacher and Governors.
2. To work towards the fulfilment of the school's aims.
3. Show commitment to implementing all policies in daily practice
4. Fulfil all required responsibilities in order to safeguard all children in school.
5. Lay the foundations for the future mental, physical, moral and spiritual development of each child in a Christian environment.
6. To teach children within the age range 7-11 as directed by the Headteacher.
7. Design, deliver, monitor and evaluate a programme of education to an assigned class of children in the curriculum areas appropriate to the age and needs of the children
8. To establish and maintain a good educational ethos including the control of storage, display and use of teaching materials/resources/books relating to class and/or curriculum responsibilities.
9. To carry out assessment and monitoring of pupils' attainment and the maintenance of records as required.
10. To work co-operatively with other staff, sharing ideas, evaluating work, supporting and/or providing guidance on content, methodology and resources as appropriate.
11. To establish and maintain good relationships with parents and to fully encourage their participation in the education of their child.
12. To assist with the learning environment of the whole school i.e. general displays, resources, tidiness etc.
13. To manage such resources as are necessary to fulfil the duties expected.
14. To organise/liaise with/supervise the work of any non-teaching staff allocated to work under the teacher's direction.
15. To liaise with agencies as needed.
16. To take a full part in Appraisal and to participate in continuing professional development activities.

CURRICULUM CO-ORDINATION

Please note 1-9 below do not apply to NQT posts (staff in their first year of teaching).

1. In consultation with the Headteacher, Governors and others, to be responsible for co-ordinating curriculum areas throughout the school.
2. Ensure the policies and schemes of work are up-to-date, relevant and implemented effectively.
3. At regular intervals identified on the School Improvement Plan, consult with and advise colleagues when reviewing and evaluating the aims, objectives, content and progression in the policies and schemes of work, thus ensuring the continued development of the subjects within the programmes of study laid down in any relevant guidelines or statutory documentation.
4. Monitor and evaluate that the content and progression as detailed in the schemes of work are evident in short and mid-term planning as required.
5. Monitor and evaluate the appropriateness of curriculum content, progression and children's standards of attainment.
6. Keep abreast of developments and evaluate new approaches.
7. Attend and promote attendance at in-service courses, school, Diocesan or LEA based
8. Share information with colleagues and give support when necessary.
9. Give advice on the purchase of resources and assist in their organisation.

This Job Description is subjected to amendment in line with the provisions of the current document.

Reviews will normally take place at the end of an academic year, or earlier where necessary, and following consultation with yourself.

PERSON SPECIFICATION

SCHOOL: Christ Church CE (Voluntary Aided) Junior School.

POST: A permanent full-time Key Stage 2 teacher.

SCALE: Appropriate to the experience of the post holder.

	<u>Essential</u>	<u>Desirable</u>
Education, Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of training relevant to age group 	<ul style="list-style-type: none"> • Good honours degree or equivalent • Evidence of further training or willingness to undertake further training for personal and professional development
Experience	<ul style="list-style-type: none"> • Successful teaching experience in Key Stage 2 • Proven good or outstanding practitioner who can demonstrate the very good progress children make in their learning, promoting high expectations of both behaviour and learning • Proven experience of creating a stimulating, interactive and engaging teaching and learning environment • Experience of planning and delivering the National Curriculum in a creative and engaging manner • Experience of working alongside and leading the work of other adults in the classroom 	<ul style="list-style-type: none"> • Experience of successful teaching in more than one school • Experience of teaching mixed-age classes • Experience of teaching in Key Stage 1 • Experience of co-ordinating a subject •
Knowledge & Understanding	<ul style="list-style-type: none"> • Working knowledge and understanding of recent educational legislation and developments and their effects on education. • Understand how children learn differently and have proven practice of the ability to use a range of teaching and learning techniques to enable all children to make progress • Experience of using rigorous target setting and progress tracking procedures. • Committed to safeguarding children and promoting equal opportunities for all 	<ul style="list-style-type: none"> • An awareness of upcoming changes to Ofsted's focus on curriculum evaluation and effectiveness • Experience of planning and providing for SEN children in the classroom, including writing Individual Education Plans
Personal Qualities, Skills & Abilities	<ul style="list-style-type: none"> • High standard of literacy, numeracy and communicative skills • Ability to make learning fun and engaging for our children • Commitment to working positively with pupils, staff, parents, governors and the community • A flexible approach and a willingness to take on board new initiatives • Ability to establish good relationships with pupils, colleagues and parents • Commitment to, and fully supportive of, the Christian ethos and aims of this Church of England school • Personal circumstances should not in any way preclude attendance at evening meetings, weekends or other in-service commitments 	<ul style="list-style-type: none"> • Ability to play the piano and develop music provision throughout school • Interest in developing innovative classroom practice • Willingness to offer an extra-curricular activity • Commitment to developing own practice

Please Note:

The attributes outlined above will be identified by Governors in one of three ways – the application form, the interview and/or references.

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Our school in pictures:



Making Advent Wreaths



Great friends together



Our amazing art work



Our Christmas Fayre



Junipers Class – Circus extravaganza!



Exploring cathedral structures in DT