



Love to Learn

Application pack

Y6 Teacher (maternity cover)



Dear Applicant,

Welcome and thanks for your interest in our school. We are thrilled that you are considering joining our school team!

Fieldhead Carr school is a two form entry place school with a Nursery based in Whinmoor, Leeds.

The successful candidates will understand the importance of contributing to the vision and the future achievements of Fieldhead Carr Primary School.

From this process we are looking for someone who has the child at the heart of all they do. We have a socially diverse intake and so our staff need to be skilled in understanding that the life of each child is different.

What we can offer:

- Full induction with on-going mentoring
- A school with the drive and determination to make a difference in the lives of the children it serves
- CPD opportunities within our school and the local Family of Schools to help you grow as a professional
- A supportive, dedicated and dynamic staff team offering high quality professional learning opportunities

We would welcome those interested to come and have a look at the setting. To make an appointment please contact my Business Manager sbm@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. The details of DBS Code of Conduct can be found here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

We promote diversity and want a workforce which reflect the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

Please see the policy statement on the recruitment of ex-offenders.

Closing date for applications: 13th November 2023

Interviews wc 20th November 2023

Start date – subject to notice periods and satisfactory DBS and references

We look forward to receiving your application.

Applying to Fieldhead Carr Primary School – Temporary Year 6 Teacher (Easter start)

Thank you for expressing an interest in this vacancy.

More information about our school can be found on our website at <https://fieldheadcarr.leeds.sch.uk> and our latest OfSTED inspection report is available to read at www.ofsted.gov.uk.

We hope you will find this information useful and we look forward to hearing from you.

<p><u>Accompanying Documents:</u></p> <p>Job Description</p> <p>Person Specification</p> <p>Application Form</p>	<p><u>Key Dates:</u></p> <p>Application Closing Date: WC 4th December</p> <p>Interviews WC: 11th December</p> <p><i>(Please note: if you have not heard from us by the interview date you will not have been shortlisted on this occasion)</i></p>
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This school is committed to promoting

Making an Application

Guidance on Completing the Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are not accepted as part of the application process.

Please remember to sign the declaration on the final page of the application form. If submitted by email (to sbm@fieldheadcarr.leeds.sch.uk), an email signature is acceptable, provided the email address reflects your name.

For teaching posts: in addition to the application form, please include information (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.

and safeguarding the welfare of all children

Equal Opportunities Monitoring

Leeds City Council is committed to a policy of equal opportunities in employment. To ensure that our Equal Opportunities Policy is effective we ask you to complete the Equal Opportunities Monitoring

Supplement. The form is confidential and kept separately from the application form and will not be available to the short-listing panel.

Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Induction and Continuous Professional Development

The Headteacher and Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications

Pre-Interview Checks

If invited to interview you will receive a self-declaration form which must be returned prior to interview. All shortlisted candidates should adhere to the Ministry of justice on disclosure of criminal records.

Pre-Employment Checks

Disclosure & Barring Service Check

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide 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 on the www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Our recruitment process also includes a [pre-employment health questionnaire](#) and a [disqualification by association](#) check where applicable.

Prohibition checks (teachers only)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

References

If you are short-listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.

Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

School Policies

Child Protection

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. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

Everyone working at our school is a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school

Recruitment Privacy Notice

How we use Recruitment Information for Applicants

We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out below or otherwise notified to you in writing.

Fieldhead Carr Primary School will be the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with data protection law. You may contact the School's Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal data or any data protection issue. The DPO's contact details are Richard Lewis-Ogden dataprotection01@carrmanor.org.uk

Fieldhead Carr Primary School collects and processes your personal data for the purposes described in this Recruitment Privacy Notice. The term Applicants in this privacy notice is used to cover Prospective Employees, Volunteers, Contractors, Agency Staff, Trainees and Regular Service Providers applying to work with or for Fieldhead Carr Primary School.

The categories of personal information that we collect, process, hold and share as part of the recruitment process include:

- Personal Information (such as name, age, date of birth, marital status, national insurance number, telephone numbers and address, disabilities, medical conditions, personal identification including a photograph)
- Pre-Recruitment Vetting Information (such as applications for post, interview and/or assessment records, qualifications, training, employment history, references, pre-recruitment checks including relevant criminal records disclosure, right to work in the UK and professional registration)
- Professional Information (current salary, current job role, reason for leaving, start date, continuous service date, qualifications, training, employment history, reference requests)
- Characteristics, where permitted by law and provided voluntarily (such as gender, ethnicity, language, nationality, country of birth, sexual orientation)
- Performance Information (such as data from assessments, Learning Walks or Observations carried out as part of the recruitment process.
- Human Resources Information (such as emails, letter and notes relating to the recruitment process)
- Safeguarding Information (such as digital monitoring and CCTV or any record of safeguarding concerns obtained during attendance at school as part of the recruitment process, and safeguarding information obtained in references)
- Health and Safety Information (such as, records of injuries, incidents or accidents, records obtained during attendance at school as part of the recruitment process)
- Any other personal data which you choose to disclose to us during the course of your recruitment whether verbally or in written form

In addition, we will collect the following data for a successful applicant

- Financial information (such as a salary, pensions contributions, tax information, working hours, allowances, benefits, sick pay, bank details)
- Attendance and Health information (such as number of absences and absence reasons, referrals for support to occupational health or other agreed services, Individual risk assessments, pre employment health information, occupational health reports)

- Human Resources Information (such as meetings, emails and information in relation to sickness absence, reasonable adjustments, conduct, capability, grievance, maternity, paternity, flexible working, managing workforce change, managed staffing reductions, restructures and pay decisions)
- Vetting information (such as overseas checks, prohibition checks, relevant criminal records checks, risk assessments)

Why we collect and use this information

We use the data:

- To meet our statutory requirements under the Education Act.
- To meet our statutory requirements to follow a Safer Recruitment process under Keeping Children Safe in Education 2021.
- To ensure we manage our performance and responsibilities in performing a public duty.
- To ensure we follow fair and proper process when recruiting.
- To ensure we meet contractual obligations.
- To support applicants to access work, training and promotion.
- To comply with the law regarding data sharing.

The lawful basis on which we use this information

The conditions for processing information for employees, contactors and volunteers under GDPR will include us having a lawful reason to process the information, in our case these include:

1. **(c) Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).

2. **(e) Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

3. **(f) Legitimate interests:** the processing is necessary for our legitimate

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interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. a. In our case this is necessary to ensure fair and effective recruitment of suitable employees. This is important to ensure that the school continues to meet its objectives both in the short and long term; maintains its reputation; and continues to attract and retain high caliber employees.

4. **(b) Contract:** the processing is necessary for a contract we have with the employee, or because they have asked us to take specific steps before entering into a contract.

5. **(a) Consent:** the individual has given clear consent for us to process their personal data for a specific purpose.

Special Category Data

Special Category data is personal data which the GDPR says is more sensitive, and so needs more protection. In order for us to lawfully process special category data, we need to identify both a lawful basis (see above) and a separate condition for processing special category data.

In our case we will use the following conditions:

a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of

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health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting information

Whilst the majority of information applicants provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform applicants whether they are required to provide certain information to us or if they have a choice in this. Fieldhead Carr Primary School collects and records personal data from a variety of sources, but mainly directly from the applicants. Applicants will usually provide this information directly to Managers, Human Resources or through participation in the recruitment processes, emails or through verbal information which may be recorded electronically or manually.

We may also obtain some information from third parties: for example, references from a previous employer, medical reports from external professionals, information from tax authorities, where we use CAPITA to carry out DBS checks or occasionally from students.

In some circumstances, data may be collected indirectly from monitoring devices or by other means (for example, visitor registers, monitoring systems, CCTV, telephone logs and email). In these circumstances, the data may be collected by the school or a third party provider of the relevant service. This type of data is generally not accessed on a routine basis but access is possible. Access may occur, for instance, in situations where the school is investigating possible breaches of School Policies. More frequent access to such data may take place as part of our digital monitoring software.

Apart from personal data relating to applicants, they may also provide the school with personal data of third parties, notably referees. Before applicants provide such

third party personal data to the school you must inform these third parties of any data which you intend to provide to the school and why the school will process this data.

Retention of Data

We hold recruitment information for 6 months following the appointment of a successful candidate to the post. Information regarding the successful applicant will be transferred to their personnel file and held in-line with our Privacy Notice for Employees.

Information relating to safeguarding allegations will be retained until the Fieldhead Carr Primary School – updated Nov 2022 person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.

Records relating to accident/injury at work will be retained for 12 years following the date of the incident.

Information will be securely destroyed once the retention period has elapsed.

Who we share information with

We routinely share employees' information with:

- The Local Authority
- The Department for Education (DfE)
- Third party professional services i.e. Occupational Health, HELP Employee Assist, HR Providers, Payroll Services.

Where we have a professional responsibility we will also share information with:

- Professional Bodies, including the Disclosure and Barring Service, The Teacher Regulation Agency and Examination Boards.

On written request we may also share information with:

- Benefits Agencies
- HMRC
- Police
- Social Care

At your request we may also share information with

- Union Representatives

Other Schools

We expect such third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security.

Why we share information

We do not share information about our employees, volunteers or contractors with anyone without consent unless the law and our policies allow us to do so.

We share employee data with the Department for Education (DfE) on a statutory basis as part of the annual census. This data sharing underpins educational policy and monitoring.

We are a Local Authority Maintained School and are required to share information about our employees, volunteers and contractors with our local authority (LA) and the Department for Education (DfE) under the Education Act.

Where these third parties act as a "data processor" they carry out their tasks on our behalf and upon our instructions for the above mentioned purposes. In this case, personal data will only be disclosed to these parties to the extent necessary to provide the required services.

In addition, we may share personal data with national authorities in order to comply with a legal obligation to which we are subject. This is for example the case in the framework of imminent or pending legal proceedings or a statutory audit.

Employee rights relating to personal data

Under data protection legislation, applicants have the right to request access to information about them that we hold. To make a request for your personal information please contact Lisa Sykes, HR Officer.

We aim to ensure that all personal data is correct. Applicants also have a responsibility to notify us of changes in personal circumstances (for example, change of address or contact details) so that we can ensure that your data is up-to-date.

Applicants have the right to request correction of any inaccurate data or to request deletion of any irrelevant data we hold about them.

Where we have relied on consent to process particular information and applicants have provided us with consent to process data, they have the right to withdraw such consent at any time.

Applicants have the right to restrict our processing of personal data where:

- The subject contests the accuracy of the personal data until we have taken sufficient steps to correct or verify its accuracy;
- Where the processing is unlawful but the subject does not want us to erase the data;
- Where we no longer need the personal data for the purposes of the processing, but the subject requires them for the establishment, exercise or defence of legal claims;

Where applicants have objected to processing justified on legitimate interest grounds we will stop processing pending verification as to whether the school has compelling legitimate grounds to continue processing.

Where personal data is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims.

Contact Us

We take complaints about our processing of personal data very seriously. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting Deborah Hillerby, Business Manager on d.hillerby@fieldheadcarr.sch.uk

We also have a Data Protection Officer who is responsible for monitoring our compliance with data protection law. You may contact our Data Protection Officer, Richard Lewis-Ogden; dataprotection01@carrmanor.org.uk; securely and confidentially at any time if you have any concerns about the processing of your Fieldhead Carr Primary School – updated Nov 2022

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures 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.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The School makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation¹ came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.

¹ See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.

Fieldhead Carr Primary School Job Description

Post Title Temporary Year 6 Teacher	GRADE M1-M6 NQTs welcome to apply
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Post(s) to which directly responsible

Immediate line manager

Purpose of job

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 Teachers' Pay and Conditions Document. The post holder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England.

Responsibilities

- To be Fully committed to all aspects of Safeguarding and Child Protection

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 best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' 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 through positive and productive relationships.

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. Set clear targets for pupils' 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).

Responsibilities

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, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the EYFS Curriculum.

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 pupils' welfare.

Manage Own Performance and Development

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

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.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake other duties that are commensurate with the post

Relationships

The post holder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Fieldhead Carr Primary School on a temporary basis.

The school has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

Special Requirements

There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of children and equipment required.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Grade: MPS

Annual Leave: All school holidays—work term time only

Hours: 32.5 hours per week

Conditions of service: Teachers Terms & Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:		Date:	
Job Description Approved by:		Date:	

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des
High level of written, oral and communication skills	*	
Ability to communicate effectively orally and in writing to a range of audiences	*	
High level of organisational and planning skills	*	
An excellent classroom practitioner	*	
Work effectively as part of a team, relating well to colleagues, pupils and parents	*	
Ability to demonstrate a commitment to equality of opportunity for all pupils	*	
Ability to investigate, solve problems and make decisions	*	
Management of people and resources	*	
Able to use own initiative and motivate others	*	
Ability to demonstrate high level ICT skills in personal and educational situations	*	
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*	
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*	
Ability to offer expertise in a specific subject or area		*
Experience of teaching KS2		*
Commitment to an involvement in extra-curricular activities.		*
Evidence of sharing in and contributing to the corporate life of the school.		*

METHOD OF ASSESSMENT(MOA)

A = Application Form
 T = Test
 I = Interview
 C = Certificate

Knowledge of current educational practice and issues	*	
Evidence of continuing professional development	*	
Take responsibility for their own professional development		*
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*	
Effective use of ICT to support learning	*	
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.	*	
Full working knowledge of relevant policies/codes of practice/legislation	*	
Knowledge of all phases of primary/secondary education (as appropriate)		*
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning		*

LEADERSHIP	Ess	Des
As the lead professional in the classroom show an ability to advise and support other staff	*	
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*	
Plan, allocate, support and evaluate work undertaken by other staff in the classroom	*	
Lead professional development through example and support		*

OTHER CONDITIONS	Ess	Des
Registered with Teaching Agency	*	

DISPOSITION AND ATTITUDE	Ess	Des
Positive and optimistic attitude towards School Improvement and Inclusion	*	
Open-minded and receptive to new ideas, approaches and challenges	*	
Places high priority on effective team working and works easily and comfortably in a team environment	*	
Commitment to an involvement in extra-curricular activities.		*
Evidence of sharing in and contributing to the corporate life of the school.		*