

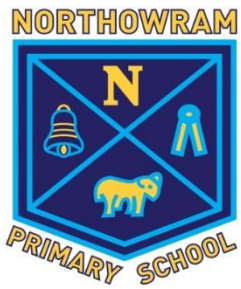


**Applicant Pack**  
**Class Teacher**  
**(Year 2 in the first instance)**



# CONTENTS

	<b>PAGE</b>
<b>Welcome letter</b>	<b>3</b>
<b>Advertisement</b>	<b>5</b>
<b>Application Information</b>	<b>6</b>
<b>Policy Statement on the Recruitment of Ex-Offenders</b>	<b>8</b>
<b>Job Description</b>	<b>10</b>
<b>Person Specification</b>	<b>13</b>



## INSPIRING SUCCESS BEYOND EXPECTATION

Headteacher: Mrs Jane Scardifield

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September 2022

Dear Applicant,

Thank you for your interest the class teacher position in our school. We are seeking to appoint high quality practitioner with drive, enthusiasm and a real passion for primary education to complement our current dedicated team of staff on our journey to further improve standards and maintain excellence. We want to appoint the right person to add real value to our school and will consider applications from experienced teachers (including those on UPS) and Early Career Teachers.

Over time we have worked to include the whole school community in our successful vision for improvement and we are proud of the strong team spirit and commitment to excellence that has been achieved. Our emphasis is on ensuring that learning is an enjoyable and challenging experience for all our pupils and this is reflected in their positive attitude to school where they are well behaved, enthusiastic and love to learn.

If you feel that you have the ambition, enthusiasm and initiative for this position and wish to discuss this exciting opportunity please contact the school office on 01422 202704.

Visits to the school are warmly welcomed. If you would like to visit our school please call the school office (number as above) to arrange a visit – the following dates are available:

- Monday 25<sup>th</sup> September                      8am & 2pm

The following documents are enclosed:

- Advert
- Job Description
- Person Specification – this contains the essential and desirable criteria that the selection panel will be looking for and your application should address these accordingly

To apply for the vacancy – please complete our application form. This can be downloaded from our website: <http://northowram.calderdale.sch.uk/>

Please ensure that the application form is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy. When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

I hope that the information provided will encourage you to apply for the position of Class Teacher.

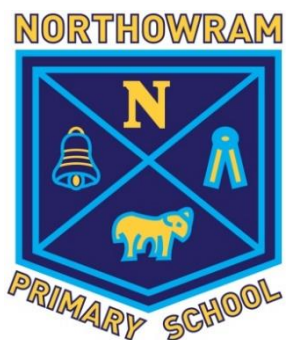
Northowram Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jane Scardifield', written in a cursive style.

Jane Scardifield  
Headteacher



Northowram Primary School  
Baxter Lane  
Northowram  
HX3 7EF  
(Tel: (01422) 202704)

**Class Teacher (Year 2 in the first instance)**  
**1 x Full time permanent**  
**'Inspiring success beyond expectation'**

Required as soon as possible, we require an inspirational, dynamic and enthusiastic class teacher to work at our school to provide excellent teaching and learning. The role is based in key stage 1 in one of our Year 2 classes in the first instance. We welcome applications from Early Career Teachers and experienced teachers (including those on UPS).

The postholder will work collaboratively with senior staff and all other stakeholders to provide the very best for our children. You will provide excellent teaching and will enhance team work through being a reflective practitioner and a strong role model.

We are a large two-form entry primary school with a school ethos that sets high expectations, recognises achievement and celebrates success for all our children. We are a thriving and happy school with a great team of staff and we now require an excellent teacher with energy and enthusiasm to fill this teaching post.

We are looking for an individual with:

- A thorough knowledge of current curriculum developments and national priorities
- Successful experience of whole class teaching in key stage 1
- A passion for involvement in progressing our whole school vision

In return we offer:

- An ambitious, successful and vibrant workplace with great staff and children
- Children who enjoy school and have a positive attitude to their learning
- Generous investment in staff CPD to develop the quality of teaching

***Northowram School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.***

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website [www.calderdale.gov.uk](http://www.calderdale.gov.uk) or from our website <https://northowram.calderdale.sch.uk/>

Visits to the school are warmly welcomed and can be arranged by telephoning our school office on (01422) 202704 or by e-mail: [admin@northowram.calderdale.sch.uk](mailto:admin@northowram.calderdale.sch.uk) Please note there is a short closing date due to teacher resignation timescales.

Please return your application form via e-mail: [recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk) or alternatively post it to the school. **The closing date is Friday 29<sup>th</sup> September 9am.** Late applications and CV's will not be accepted. Interviews will be held week commencing 9<sup>th</sup> October.

# **Application Information**

## **How to Apply**

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4, minimum font size 10, and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: “Confidential – Deputy Headteacher”) to: [recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk). Applications will also be accepted by post. If applying by post, please mark the envelope “Confidential – Deputy Headteacher” and return to: Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

## **Timeline**

**Closing date:** Friday 29<sup>th</sup> September at 9am

**Assessment Day/Interviews:** W/c 9<sup>th</sup> October

## **Communication**

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

## **Acknowledgement of receipt of applications**

We do not automatically acknowledge receipt of applications. Applications submitted on line will however, receive an acknowledgement upon request.

## **Shortlisted Candidates**

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

## **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 employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all pre-employment checks.

# Northowram Primary School

## Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

### Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary 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.

Northowram Primary 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. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.



We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure 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.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

## Job Description

### Class Teacher

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#### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 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](#).
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

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#### Duties and responsibilities

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. Teachers' performance will be assessed against the [Teacher Standards](#) as part of the appraisal process as relevant to their role in the school.

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils you teach
- 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
- 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
- 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
- Make accurate and productive use of assessment to secure pupils' progress
- 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
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate

- Participate in arrangements for assessments within the remit of the [School Teachers Pay and Conditions Document](#)

### **Behaviour and Safety**

- 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
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current [School Teachers Pay and Conditions Document](#)
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- 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
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Co-ordinate school development and implement policies and schemes of work in those areas for which you act as coordinator
- Contribute to the professional development of other teachers and support staff, co-ordinating activities and resources within your specific area of the curriculum
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### **Fulfil wider professional responsibilities**

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

## **Administration**

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

## **Professional development**

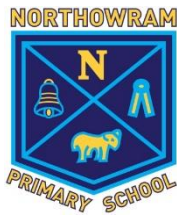
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully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

## **Other**

- 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
- 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 Class Teacher

This person specification details the experience, qualifications, skills, specialist knowledge and personal attributes for this post.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful experience in KS1 including a proven record of good and outstanding practice (or successful training) including:               <ul style="list-style-type: none"> <li>○ Effective teaching and learning across the full curriculum</li> <li>○ Maintaining a high-quality learning environment</li> <li>○ Successful use of marking and feedback</li> </ul> </li> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using White Rose Maths</li> <li>• Experience of using Read, Write Inc to teach phonics</li> <li>• Subject leader experience</li> <li>• Successful experience in Year 2</li> </ul>	Application form Interview References
<b>QUALIFICATIONS, EDUCATION AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good honours degree</li> <li>• Additional CPD linked to Primary practice</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or other relevant qualifications</li> </ul>	Application form Interview
<b>SPECIAL KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and experience of KS1 curriculum</li> <li>• Ability to plan lessons effectively in the light of formative assessment and ability to give high quality feedback on learning</li> <li>• Thorough understanding of successful teaching techniques for reading and writing (including phonics and spelling)</li> <li>• Successful behaviour management strategies</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific barriers to learning which may affect children’s progress</li> <li>• Developed specialism in KS1</li> <li>• Developed specialism in core and/or foundation subject/s</li> <li>• Special knowledge and skills in an area of craft, sport or music in order to offer an extra-curricular offer</li> </ul>	Application form Interview References
<b>DISPOSITION AND ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Ability to take initiative and to solve problems</li> <li>• Commitment to following school safeguarding procedures</li> <li>• Proactive in supporting parental involvement in school</li> </ul>		Application form Interview References

	<ul style="list-style-type: none"> <li>• Proven track record of good and productive relationships with a range of colleagues</li> </ul>		
<b>CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to attend staff meetings, parents' evenings and additional meetings as appropriate (negotiable around hours of contract).</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement with parent/teacher initiatives</li> <li>• Willingness to support PTFA social events</li> </ul>	Application form Interview

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