



Recruitment Information Pack

Teacher

June 2020

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Welcome from the Head Teacher

Dear Applicant,

We are delighted that you are considering coming to join our team as a Teacher. We want the very best for all our children as we work towards becoming an outstanding school within our community. Since I joined the school, I have witnessed hard working, committed and friendly colleagues striving to improve all that we do for our children and their families. This is an exciting time in the life of our school as we go through a period of change which is opening up new opportunities for the whole school community.

We value the role of a teacher and recognise the really positive impact it can have on the smooth and efficient running of the school. The successful candidate will work alongside our current teaching staff. The importance we place on this role is reflected in the support, professional development and remuneration being offered.

We are a small first school on the border with Scotland with an increasing roll and reputation for providing inclusive and challenging educational provision. As a Church of England School we are proud of our last SIAMS inspection, which highlighted the importance we place on Christian core values in supporting our daily work in developing the whole child.

We are committed to safeguarding and promoting the wellbeing of our children and all staff share this commitment. This post will be subject to an enhanced DBS Disclosure, suitable references and a pre-employment medical check.

This pack gives you all the information you should need. Due to current circumstances we cannot allow visits to school, however we would encourage anyone who is interested in the role to call the school for an informal discussion about the position. Please contact the school office on 01289 306170.

We look forward to hearing from you.

Yours sincerely,

Gary Hilton
Head Teacher

Application Process

Please complete and submit your application form on line to Admin@st-maryscofe.northumberland.sch.uk or by post to Mr Gary Hilton, St. Mary's C.E. First School, Newfields, Berwick upon Tweed. TD15 1SP
The application pack can be found at www.northeastjobs.org.uk.

Queries

If you have any queries on any aspect of the application process or would like an informal discussion about the post please contact Mr Gary Hilton, Head Teacher, on 01289 306170

The closing date for applications is: **12 noon on Friday 3rd July 2020**

Interviews will be held: **week beginning 13th July 2020**

Vacancy Advert

Teacher

Position Start Date:	1 st September 2020
Employment Type:	Fixed Term Contract from 1 st September 2020 – 31 st August 2021, 0.6 FTE
Closing Date:	12 noon on Friday 3 rd July 2020
Interviews:	Week beginning 13 th July 2020
Pay Range:	M1-M6, £24,373 to £33,010 (£14,623 - £19,806 pro-rata) depending on experience and performance.

If you are ready for your next challenge, you will be delighted to hear about this Teaching post in a rapidly changing, forward thinking Church of England First School. The Governors wish to appoint a committed and highly motivated teacher to work across the whole school to cover PPA and 'catch up' across the school. The successful candidate will have

- High expectations and a commitment to raising standards and achievements across all areas of school
- Have the ability to work collaboratively and display good interpersonal skills
- Have a commitment to their own professional development
- Recent experience of working within Early Years, Key Stage 1 and Key Stage 2.
- A creative and enthusiastic approach

Under normal circumstances, visits to the school would be warmly welcomed and encouraged, however, due to the present pandemic we cannot allow this. We would however, encourage anyone who is interested in the role to call the school for an informal discussion about the position. Please contact the school office on 01289 306170 to arrange this.

Berwick St Mary's Church of England First School is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment.

The full job description and person specification are enclosed in this pack.

Please complete and submit your application form on line to Admin@st-maryscofe.northumberland.sch.uk. This can be found at www.northeastjobs.org.uk.

Job Description: Teacher

Post Title:	Teacher
School:	Berwick St Mary's CE First School
Purpose:	To cover PPA and 'Catch-up' throughout the school.
Responsible to:	Head Teacher or designated senior staff
Responsible for:	Supervision of designated staff (this may change overtime)
Salary/Grade:	M1-M6, £24,373 to £33,010 (pro-rata – £14,623 - £19,806) depending on experience and performance.

PRIMARY PURPOSE OF THE JOB:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- To model the core Christian values of the school to deliver an inclusive learning experience for all children.
- 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 and Teacher Standards (2019)*.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

KNOWLEDGE AND UNDERSTANDING:

- Have a thorough knowledge of and keep up-to-date with the requirements of the Foundation Stage and Primary National Curriculum for all relevant areas of the curriculum.
- Understand the stages of child development and how pupils' learning is affected by their wider experience and life context.
- Have a thorough understanding of the core Christian values of the school.
- Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding and take responsibility for promoting and safeguarding the welfare of children within the school in line with the expectations of all staff and volunteers at Berwick St Mary's.
- Take steps to improve personal knowledge and understanding in all areas and use personal strengths to help and support others.

TEACHING, LEARNING AND CLASS MANAGEMENT

- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies.
- Plan effectively in the short, medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- Use previous assessments and relevant data effectively when planning future learning.
- Evaluate own teaching reflectively, drawing on development opportunities to improve effectiveness.
- Be accountable for the attainment, progress and outcomes of pupils.
- Prepare pupils for National Curriculum Assessments.
- Plan individual learning for those children identified as having Special Needs in line with the school policy, seeking appropriate support from other professionals where required.
- Mark work and provide feedback to pupils and parents in line with the school policy.
- Take responsibility for the management of other adults in the classroom.
- Work collaboratively with school based support staff, teachers, other professionals and those from external bodies as required to enhance teaching and learning.
- Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.
- Manage behaviour positively following agreed school systems and achieve high standards of pupil discipline.
- Create a secure and happy classroom atmosphere.
- Write high quality and informative individual annual reports to parents/carers and discuss pupils' progress and welfare at parents' evenings and other occasions, developing positive relationships.

PROFESSIONAL STANDARDS AND DEVELOPMENT

- Comply with, support and promote all school policies and procedures.
- Set a good example around the whole school in terms of behaviour, appearance, punctuality and personal conduct.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Be aware of the role of the Governing Body and support it through joint work when appropriate.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.
- Attend staff/team meetings and participate in staff training.
- Assist in the development of the school in line with the School's Development Plan.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.

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*

OTHER PROFESSIONAL REQUIREMENTS

- In conjunction with senior managers, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Model the core Christian values of the school, providing guidance and support in delivering our Christian ethos for child development.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a reflective approach to evaluating and improving own practice.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Participate in appraisal review in line with school policy.
- Make a positive contribution to the wider life of the school.
- Perform any other duties that may be required to support the continued development of Berwick St Mary's CE First School.

HEALTH AND SAFETY

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedure.
- Complete required safe-guarding and healthy/safety training as required.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Personal Specification: Teacher

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
1. Qualifications	Department For Education recognised teaching qualification.		Application/ Certificates
2. Experience	<p>Ability to demonstrate high standards of classroom practice with a track record of at least good progress and raising standards of achievement within your class.</p> <p>Consistent good and outstanding teaching record in Early Years, Key Stage 1 and Key Stage 2 classrooms.</p> <p>Ability to demonstrate effective differentiation and challenge across all needs.</p>	<p>Experience of teaching across all Primary phases</p> <p>Recent effective leadership of a curriculum area.</p> <p>Experience of teaching children with additional needs.</p>	Application/ Reference/ Observation/ Interview
3. Knowledge and Understanding	<p>Detailed knowledge of the structure and content of the new National Curriculum framework and related curriculum expectations</p> <p>Detailed knowledge, experience and proven levels of success in the delivery of phonics and reading skills</p> <p>An understanding of how to develop a curriculum that raises attainment, levels of pupil progress, engagement and motivation.</p> <p>Knowledge and understanding of current legislation and guidance on the safeguarding of learners and promotion of their wellbeing.</p>	<p>Understanding and knowledge of the new curriculum (September 2014) and 'life without levels' agenda</p>	Application/ Interview

<p>4. Skills</p>	<p>Evidence of highly effective classroom teaching skills</p> <p>Good classroom management skills and ability to promote positive behaviour strategies</p> <p>Ability to work collaboratively and effectively as part of a team</p> <p>Effective use of ICT in the classroom and as a management tool</p> <p>Ability to communicate accurately and effectively verbally and in writing.</p> <p>Curriculum management - planning, delivery and assessment</p>	<p>Additional knowledge and understanding of a specialist curriculum area(s)</p> <p>Ability to offer 'extra-curricular' activities throughout the school</p>	<p>Application/ Observation</p> <p>Reference / Interview</p>
<p>5. Personal Attributes</p>	<p>An inclusive approach to teaching, that accepts the challenges created by young children</p> <p>Positive 'can do' approach and commitment to all aspects of school life</p> <p>Flexible and adaptable, willing to challenge your own practice to meet the needs of the children you work with</p> <p>Ability to plan, organise and prioritise in order to manage time effectively</p>		<p>Interview/ Observation/ Reference</p>