

Cragside Church of England (Voluntary Controlled) Primary School



Appointment of Teachers for September 2021

Information for Applicants

**Cragside Church of England Primary School
Westloch Road
Southfield Lea
Cramlington
Northumberland
NE23 6LW
admin@cragside.northumberland.sch.uk**



**Northumberland
County Council**



Dear Applicant,

**Teaching Posts – Cragside C of E Primary School
-Permanent and Fixed Term-**

There is the possibility of fixed term posts being made permanent in the future

Thank you for your interest in the teaching posts at Cragside Church of England Primary School. Cragside is a very forward thinking and positive school to work in. We are blessed to have excellent facilities and a friendly and supportive staff team. Our school is situated in Cramlington (Northumberland) and is easily accessible from major roads leading North and South.

We are part of the Cramlington Partnership of schools and work closely with local Primary and Secondary Schools.

Applications are welcome for the post of teacher from September 2021. We have more than one post. It would be helpful if you stated your preference of Key Stage in your letter of application. We are keen to match the post to the strengths and passion of the successful candidate. There is a mix of permanent and fixed term posts. Where a post is initially for one year there is the chance of this becoming permanent in the future.

The posts are open to either experienced or newly qualified teachers. For recently qualified or newly qualified teachers we have a comprehensive support and coaching programme. For more experienced teachers there is the opportunity to lead a curriculum area. **We are keen to appoint extremely positive and enthusiastic teachers who can motivate, inspire and encourage our children and add another exciting element to our wonderful staff team.** There are two classes in each year group which allows collaborative planning and sharing of ideas.

Unfortunately due to Covid restrictions, we are unable to offer a tour of the school before shortlisting. Candidates who are shortlisted will be taken on a tour of the school as part of the interview process. Details about the school can be found at www.cragside.northumberland.sch.uk If you have some specific queries about the posts, please email either Joanne Parker or Paul Rusby at joanne.parker@cragside.northumberland.sch.uk or paul.rusby@cragside.northumberland.sch.uk

We are blessed with excellent facilities both indoors and outside. These include very and light and airy classrooms with modern c-touch interactive boards together with ipads and Chrome books. Outside we have extensive playing fields, our own wooded area for forest school, allotments and large outdoor learning space.

We aim to have the best facilities to support our teachers and support team in the delivery of exciting and motivational learning. Our curriculum is very much enriched with a range of extra-curricular opportunities which our staff lead. We look forward to how the successful candidates will enhance our exciting teaching and learning in school and the range of extra-curricular opportunities for our children to enjoy.

The application process is as follows:

- Completion of letter of application and application form - **12noon on Tuesday 11th May 2021**.
- We will let shortlisted applicants know by **Friday 14th May 2021**
- Classroom observation/Interviews-week commencing **Monday 17th May 2021**
- Please return applications by **12noon on Tuesday 11th May 2021**.

. Letters of application and completed application forms can be submitted either via email to admin@cragside.northumberland.sch.uk with the title **APPLICATION FORM (Followed by your name)** in the subject line. Alternatively, application forms can be handed, or posted, into the main school office.

Please ensure that you fully complete all the different sections of the form. We are unable to accept CVs, so please do not attach a CV to your application.

You must not alter the design or layout of the application form in any way. If you need this form in another format (in Braille, in large print etc.), please contact Paul Rusby on paul.rusby@cragside.northumberland.sch.uk

In your letter of application, please explain how your teaching experiences, skills and personal characteristics would enable you to meet the needs of the post you are applying for. Please tell us about your particular interests and strengths that you feel would be beneficial to our school.

Your letter should be no more than 2 sides of A4 paper (normal margins, Arial font size 11).

If you wish to apply for the post, you should return pdf versions of these documents:

- Application Form, Letter of Application (this might be within the application form or a separate document) and a signed DBS Form

A satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must disclose all previous convictions, cautions or bind overs; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post. Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

- I look forward to receiving your application by **12noon on Tuesday 11th May 2021**. Please do not hesitate to contact me if you require any more details.

Yours sincerely,
Paul Rusby
Headteacher

Cragside Church of England (Controlled) Primary School

Our Vision: 'Let your light shine' based on Matthew 5.16

Job description: Class Teacher

Aim of Post:

To produce the highest standards of pupil achievement, ensuring all pupils develop their knowledge, understanding, skills and abilities within a secure, challenging, caring and motivating educational environment. To inspire, motivate, encourage and support all learners at Cragside so all can SHINE BRIGHT in line with our school vision and values.

The range of duties listed below show the duties that are required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation.

A class teacher is expected to:

Teaching

- be an outstanding, professional, role model at all times
- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children
- teach a class, or classes, groups or individual pupils
- be flexible to teach across the entire primary school age range
- set learning to inspire, encourage and motivate children
- demonstrate the highest expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential
- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them
- promote the social development and welfare of the pupils so that each child feels valued and enjoys learning
- ensure planning and marking and feedback is completed in line with school policy
- contribute towards the school's varied range of extra-curricular learning and activities
- demonstrate skills, creativity and knowledge to teach all aspects of the National Curriculum

Monitoring and recording

- monitor and assess pupils' work including the use of online learning/assessment tools
- record children's development, progress and attainment
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils

Vision, Values and Ethos of the school

- positively contribute towards the school's vision which has at its heart that all children are enabled to flourish and 'shine bright' in school
- maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued
- make pupils aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole
- take part in the corporate life of the school for, for example, leading collective worship, attending open/parent evenings, registering the attendance of pupils and supervising pupils before and after school sessions
- form excellent teacher/learner relationships with children and foster personal qualities which reflect the caring and supportive Christian ethos of the school
- form excellent relationships with other members of our staff team. Encourage others and demonstrate a positive outlook.

Parents

- build and maintain positive and a close relationships with parents
- communicate with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to development areas
- prepare for, and attend, after school consultation meetings with parents. Produce annual reports for parents in line with school policy
- provide a warm and welcoming learning environment

Resource Management

- maintain an attractive and stimulating classroom
- take responsibility for resources allocated to their own classroom
- contribute to displays in the school as a whole
- comply with the requirements of Health and Safety and other related legislation

Overall policy and Professional development

- take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines
- evaluate, review and improve their own teaching methods, materials and schemes of work
- keep up-to-date with current educational thinking and practice, both by reading and CPD
- show continuing development of teaching expertise, subject and key stage knowledge to enrich the learning experience within and beyond designated classes

Equal Opportunities

- help ensure that subject matter and learning resources reflect the school's policies relating to equal opportunities in respect of race, gender and special needs
- help ensure that these policies are implemented within the tasks and duties listed above

Leadership (where appropriate)

- share in or take responsibility for the leadership of subject or whole school area
- assist in or take responsibility for the production, evaluation and review of such whole school policies and guidelines as are appropriate to their phase and subject responsibilities

Model good practice

- organise class teaching in such a way as it sets high standards for other members of staff
- contribute to the implementation of the pupils' dress code on a day to day basis. Be a positive role model for all children in all aspects of your day to day conduct

Display

- organise and co-ordinate displays of children's work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children's achievements
- put up whole school displays which celebrate achievement and enhance the whole school learning environment

Monitoring (where appropriate)

- take an active role in moderation and scrutiny of children's work to ensure consistency
- check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning

Resources

- advise subject leaders on the requisition or purchase of appropriate books, learning materials and equipment to enhance learning
- ensure compliance in the classroom and wider learning area with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility

Working with colleagues

- acquaint new members of staff, volunteers and visitors with school policies and guidelines
- assist such colleagues in the practical implementation of those policies
- demonstrate skills as a reflective practitioner and engage fully in peer teaching, excellence in teaching programme and outstanding teacher programme peer learning
- encourage others and demonstrate a really positive outlook

Safeguarding

- ensure the safety and welfare of all pupils at all times. To fully implement all aspects of the school safeguarding pupils' policy
- take an active role in all safeguarding procedures and training including child protection, PREVENT, first aid, e-safety and daily safeguarding procedures
- write and evaluate risk assessments to ensure safety of all pupils in school

Liaison and Professional Development

- work in liaison with advisory and support services, other organisations, agencies and networks relevant to the teacher's specialism or subject, parents, governors and the local community
- participate fully and positively with the school appraisal policy and take personal responsibility for relevant CPD and keeping informed about new initiatives and research
- take part in Professional Development activities which support and develop the role in school

Carrying out any other duties to ensure the smooth running of the school which might reasonably be requested by the Head teacher.

This job description may be amended at any time after consultation with the post holder and will be reviewed annually.

Signed.....

Date.....

TEACHER PERSON SPECIFICATION

Cragside C of E Primary School

Evidence will be obtained through the application and interview process including written references. You should demonstrate your experience and skills using the personal statement section of the application form or in a covering letter.

Personal Attributes (identified from form, reference and interview)

Essential:

- A positive, innovative approach to all aspects of work.
- Resilience and the ability to work positively and calmly under pressure.
- An encourager who displays a supportive and positive nature.
- Willingness to fully embrace the Christian ethos of the school and the ability to uphold the school's distinctive Christian vision and associated values
- A flexible and solution focused positive outlook to solving day to day challenges and potentially difficult situations
- Ability to effectively differentiate learning for children who are more able/with SEND.
- A determination to raise standards of achievement of all children.
- The ability to work collaboratively as part of a team and using your own initiative.
- A very calm and positive style of classroom management which enables all to thrive.
- Highly organised with the ability to lead volunteer helpers and Learning Support Assistants working in the class.
- An appropriate sense of humour and extremely positive outlook, fostering excellent relationships with parents, colleagues and children.
- Approachable to all parents, children and colleagues and able to promote a happy, safe and inclusive learning environment where all can flourish.
- Infectious enthusiasm to run extra-curricular activities and embrace the wider curriculum.
- An excellent role model to our children and willing to go that extra mile.

Skills (identified from form, reference and interview)

Essential:

- Exceptional teaching skills-the ability to inspire and motivate children.
- Ability to support whole school drive of 'High achievement for all.'
- Excellent communication skills, both written and oral.
- Able to plan and teach effectively using the National Curriculum/EYFS Framework.
- Ability to inspire others with your love and enthusiasm for teaching.
- Ability to use ICT as a tool for effective teaching and learning.
- A deeply reflective practitioner with a growth mindset, keen to listen to advice and ideas.
- Ability to communicate effectively (verbal and written) in a variety of situations
- Ability to assess children accurately to ensure good progress.
- Ability to relate flexibly and sensitively to the different needs of pupils.

Safeguarding (identified from form and interview)

Essential:

- Ensure that the safety and welfare of children is at the centre of all work.
- A clear understanding of Keeping Children Safe in Education.

Experience (identified from form, references and interview)

Essential:

- Excellent teaching skills within the primary phase (possibly on teaching practice).

Qualifications and Training (identified from application form)

Essential:

- DfE teaching qualification (QTS) and a degree.
- Willingness to take a positive and proactive role in own professional development and performance management.
- A reflective practitioner with a growth mindset interested in continuing to learn.
- Evidence of relevant continuing professional development.