



# **Tiptree St. Luke's Church of England VC Primary School**

## **Appointment of a Part time Key Stage 1 Class Teacher – Maternity Cover**

Information for candidates



Essex County Council

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## CLASS TEACHER – Maternity Cover from November 2019

School: Tiptree St. Luke's Church of England VC Primary School

Telephone: 01621 815456

School Group 2

NOR: 295

Salary Range: MPR

### SELECTION ARRANGEMENTS – THE PROCESS

Thank you for your interest in our school and the Class Teacher post.

We would recommend that you apply for this post online. You can access the website, complete and save your application in full confidence that it cannot be seen or accessed until you finish your application form and press the 'Apply' button. When you apply online, we will be sent an email automatically, and you will receive an email via the system confirming that your application has been received.

The recruitment pack and links to further details about the school and surrounding area are included in this document.

Applying online is straightforward and the first step is to create your own profile; please follow the instructions below to apply for this post:

- Click [here](#) to register and create a profile.
- When you have created your profile, please click the Apply button at the foot of the online advertisement and complete your details.
- Once you have completed the form, save before adding a self-disclosure form (SD2) and submitting it as an attachment to your online application.  
(A self-disclosure form is on the website.)

To complete the SD2 form, please read the notes of guidance on pages 1 and 2 and type your responses in the blue boxes on page 3. All fields are compulsory; if you have no convictions, cautions or pending prosecutions, please enter 'None' in the appropriate boxes. The *Name*, *Signature*, *Date* and *Post applied for* fields must all be completed in full; it is not possible to upload an electronic signature to this version of the form so please type your name into the *Signature box*.

Please be aware that there have been issues in the past with Apple Mac computer being incompatible with the forms.

If you are shortlisted, you will be sent an occupational health questionnaire which you will need to complete and return to this office prior to interview.

We look forward to receiving your application; please do not hesitate to contact:

Martin Moriarty on 01621 815456 or [admin@stlukesschool.co.uk](mailto:admin@stlukesschool.co.uk) if you have any queries.

Visits to the school are warmly welcomed and can be arranged via the school office 01621 815456.

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

### **Referees**

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current Headteacher or previous Headteacher (if not currently employed)
- Another work reference preferably, alternatively one professional or character reference
- In both instances relationships to the referees should be disclosed, with current contact email addresses.



## Tiptree St. Luke's Church of England VC Primary School

### Job Description

**Job Title:** Maternity Cover Part-time Class Teacher

**Accountable to:** The Headteacher & Governing Body

**Grade:** MPR

### CORE PURPOSE

To carry out the professional duties of a schoolteacher identified in the School Teachers' Pay and Conditions and Teaching Standards documents.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and Teaching Standards. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### TEACHING AND LEARNING

1. Responsibility for a class.
2. Co-ordinating activities relating to a subject area or areas, to include:
  - i. Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice.
  - ii. Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.
  - iii. Giving guidance, support and encouragement to staff and leading in-service development sessions

### EXPECTATIONS

#### Making an impact on the educational progress of pupil

1. Ensuring that pupils receive their entitlement to a broad and balanced curriculum, meeting the requirements of the Early Years Foundation Stage Curriculum, National Curriculum, Primary Frameworks and Every Child Matters;
2. Ensuring that pupils experience an educational programme that is personalised to their particular needs identified through a robust assessment system;
3. Working within a triplet group of teachers to monitor pupil progress through data;
4. Ensuring pupil portfolios, progress files and school reports are completed in accordance with school policies.

### **Standards and Quality Assurance**

1. Support the aims and ethos of the school by adhering to the school vision, aims and values.
2. Set a good example in terms of dress, punctuality and attendance.
3. Uphold the school's behaviour code and uniform regulations.
4. Participate in staff training when relevant to the post.

### **Strengthening community**

1. Gain an understanding of the diversity of the school community.
2. Contribute to policies and practice which promotes equal opportunity and tackle prejudice.
3. Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
4. Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

**The Governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Person Specification – Class Teacher

[illegible]

**Experience relevant to the job**

• Recent, significant and successful experience as a teacher in the primary phase	✓	
• A proven track record of raising attainment particularly in any key stage		✓
• Significant and successful experience of leading aspects of curriculum development	✓	
• Experience of improving the quality of teaching and learning, through processes of monitoring and support		✓
• Experience of managing and using pupil attainment and tracking databases		✓
• Have experience of working as part of a team	✓	
• Have experience of managing the work of Learning Support Assistants	✓	

**Aptitudes and skills**

• To be an excellent teacher	✓	
• Ability to provide a model of best practice		✓
• To have a good personal presence, good communication skills and a sense of humour	✓	
• To be able to communicate clearly both orally and in writing with a range of audiences, including children, parents and carers, governors, staff and outside agencies	✓	
• To relate well to children and be responsive to their needs	✓	
• To be able to develop and maintain effective relationships with all members of the school community and outside agencies	✓	
• To be approachable, accessible and flexible	✓	
• To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines	✓	
• To have good analytical skills, being able to synthesise information, summarise and draw appropriate conclusions	✓	
• To be able to understand, interpret and present school performance data	✓	



## Recruitment and Selection Policy Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
  - receipt of at least two satisfactory references\*
  - verification of the candidate's identity
  - a satisfactory Disclosure and Barring Service (DBS) disclosure
  - verification of the candidate's medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. QTS status (unless properly exempted)
  - the production of evidence of the right to work in the UK.

***NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.***

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with the DCSF requirements.
7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.
8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

**A copy of the School's Recruitment Procedure is available from the school upon request.**



## Tiptree St. Luke's Church of England VC Primary School

### Additional Information

### History

St Luke's Church Primary School was founded in 1863 to provide education according to the principles and practices of the Church of England.

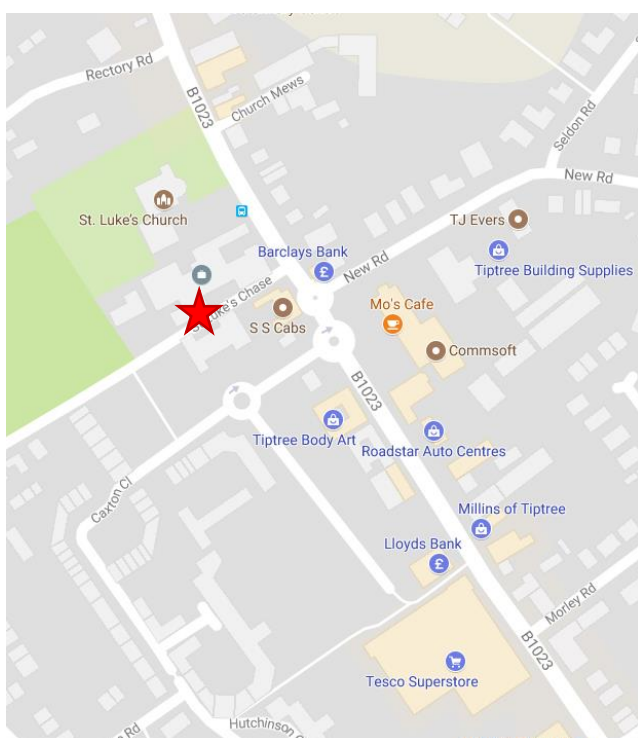
Following the reorganisation of many Church of England schools in the 1950's, St Luke's became a controlled school. This means that some of the governing body is drawn from the foundation, representing the Church of England, and the rest is made up of County nominated and other lay people, giving a total of 14 governors.

The school occupies the site immediately adjacent to St Luke's Church, and this reinforces the feeling of community that we share.

Further information about Tiptree St. Luke's Church of England Controlled School can be found on our website: <http://www.stlukeschool.co.uk>

### Our Location - Church Road, Tiptree, Essex CO5 0SU

**Tel: 01621 815456**



Our school can be found in the heart of Tiptree with the closest, convenient, parking available at Tesco's, in the community parking spaces or on Rectory Road. Both of which are a short walk from the school.

Access to the school is from a side entrance on St Luke's Chase (opposite the fire station and between the mini roundabouts and zebra crossing).