

# Class Teacher

(Temporary post for maternity cover)

## Gurney Pease Academy

### The Education Village Academy Trust

- Candidate Information
- Person Spec
- Additional Information





**The Education Village Academy Trust**  
Where learning has no limits

Dear Candidate,

Thank you for your interest in the temporary post of Class Teacher (KS1) to cover maternity leave, within Gurney Pease Academy. I am delighted to have the opportunity to share some information about our Academy, the Trust and the other schools within it as well as some detailed information about the post.

The post is based within Gurney Pease Academy which is a single form entry mainstream primary school with currently 212 children on roll, which includes a 26 place Nursery and 2's provision. We are seeking to recruit enthusiastic and committed staff whose exceptional knowledge and skills will support the Principal, Leadership team and other staff.

The Education Village formed in 2006 with three schools – Springfield Primary School, Beaumont Hill Special School and Haughton Secondary School - coming together to form a hard federation under a PFI contract housed in a state of the art £27 million campus. In April 2012 The Education Village Academy Trust (EVAT) was formed and two further schools subsequently joined the original three schools in the Trust – **Gurney Pease Academy** (a mainstream primary school) and Marchbank Free School (a SEMH Special Free School), both on their own individual sites.

The Education Village Academy Trust is committed to providing an outstanding education in the broadest sense. Our key priorities are to:

- develop successful learners
- increase learner progress to reach full potential
- extend students' moral, social, cultural and spiritual development

What can you expect from us?

Staff are The Education Village Academy Trust's most valuable resource and we value and invest in our people. We encourage reflective practice, classroom-based research and collaborative peer coaching because we want staff to deliver outstanding provision and to maintain a passion for learning. Wherever possible we seek to accredit the professional development work of staff. Learning from others is at the centre of our staff development provision. We are highly fortunate that our broad educational provision allows us to draw on a wealth of knowledge, enthusiasm and expertise to deliver a broad and varied internal CPD programme.

If you would like to arrange a visit to our school please contact Jenny Finn (Gurney Pease Office Manager) on 01325 380790.

Yours faithfully,

Judith Amerigo  
HR Manager

# Post and Person Specification



## THE EDUCATION VILLAGE ACADEMY TRUST GURNEY PEASE ACADEMY

### JOB PROFILE

<b><u>POST TITLE :</u></b>	<b>Class Teacher (KS1) – Temporary maternity cover</b>
<b><u>GRADE :</u></b>	<b>Main scale/Upper Pay Scale</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Deputy Head Teacher</b>
<b><u>JOB PURPOSE :</u></b>	<b>Class Teacher to teach within Gurney Pease Academy.</b>

### **POST NO.**

### **MAIN DUTIES/RESPONSIBILITIES**

To teach pupils in Gurney Pease Academy.

### **Teaching and Learning:**

- to positively contribute to raising standards of attainment and achievement for all pupils at Gurney Pease Academy in all aspects of Academy life through providing high quality teaching and high quality support and guidance to all pupils in their care;
- to deliver the Primary National Curriculum ensuring that teaching reflects current practice, fulfils statutory and academy requirements, and is reviewed annually;
- to teach assigned classes as per timetable and plan prepare, evaluate, and review lessons, teaching and learning styles, and homework in accordance with academy and Trust practice and policy, and in such a way that teaching staff model consistently high standards;

- to lead and co-ordinate an area(s) of the curriculum in line with the academy policy;
- to prepare educational plans and assess, record, report and review pupil progress and achievement in accordance with Trust and academy policy and practice;
- to adapt teaching strategies to changing circumstances and in response to new ideas;
- to have high expectations of pupils;
- to establish positive and appropriate relationships with pupils and staff;
- to expect pupils to maintain high standards of behaviour in all aspects of academy life as described in the Behaviour Policy and other guidelines for staff;
- to use appropriate, available technology to support attainment and achievement of pupils.

#### **Professional Development:**

- to participate in appropriate professional development opportunities and take responsibility for your own on-going development;
- to attend and participate in a range of staff meetings;
- to support colleagues via professional coaching and mentoring, disseminating best practice, and undertaking classroom observations to support the appraisal process;
- to contribute to and support colleagues in developing their expertise in planning, preparation and assessment as appropriate.

#### **Parents/carers:**

- to attend any meeting the Academy arranges for parental/carer consultation and liaison;
- to work with parents/carers to secure partnership in the learning process.

**Resources:**

- to make effective use of the resources available within the Academy, and to be aware of resources provided by the Trust and those within the community;
- to keep the classrooms and work areas tidy, maintain safe working practices, and take good care of resources;
- to make teaching areas attractive, and promote high standards of work.

**General**

- to perform any other reasonable task that your line manager may ask from time to time in line with your career stage;
- to contribute towards and implement Trust strategies.

**Support for the Academy:**

- be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- be aware of and support difference and ensure all pupils have equal opportunities to learn and develop;
- contribute effectively to the overall ethos/work/aims of the Academy and Trust;
- establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils;
- attend and participate in regular meetings;
- recognise own strengths and areas of expertise and use these to advise and support others;
- participate in training and other learning activities and performance development as required;
- assist with the provision of extra-curricular learning activities e.g. clubs, within guidelines established by the Academy.

The post holder must carry out his/her duties with full regard to the Trust's Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

The post holder must comply with the Trust Health and Safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The post holder must carry out his/her duties with full regard to the Trust's Code of Conduct (for staff), Safeguarding and Child Protection Policies.

Any other duties of a similar nature related to the post which may be required from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principals of the Freedom of Information Act (2000) in relation to Trust records and information.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE.

Date: April 2016

**Primary Teacher  
PERSON SPECIFICATION**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Recognised Teaching qualification	AF/C	D1	Evidence of further training in area relevant to position being applied for.	
	E2	Degree in a relevant subject	AF/C			
	E3	GCSE A* - C in English and Maths	AF/C			
<b>Experience &amp; Knowledge</b>	E4	Recent experience and proven track record of teaching in a Primary environment.	AF/I/R	D2	Evidence of successful leadership experience of a curriculum area.	AF/I/R
	E5	Knowledge of Early Years, KS1 or KS2 curriculum or assessment (depending upon position being applied for); and a clear understanding of tracking progress.	AF/I/R	D3	Teaching experience across Early Years, KS1 and KS2.	AF/I/R
	E6	Knowledge of how children learn and behaviour management strategies.	AF/I/R	D4	To have a sound understanding of how the use of technology can improve outcomes for children.	AF/I
	E7	Up to date knowledge in relation to safeguarding and welfare of pupils.	AF/I/R			



<b>Skills</b>	E8	Ability to plan and teach effective lessons and learning activities to meet the needs of individual pupils.	I/R			
	E9	Ability to work with colleagues in identifying individual pupils' needs and delivering effective interventions.	I/R			
	E10	Good verbal and written skills when communicating with all stakeholders.	AF/I			
	E11	The ability to relate to and communicate effectively with parents and carers and to encourage their participation as partners in their child's learning.	AF/I/R			
<b>Personal Attributes</b>	E12	Sense of humour.	I			
	E13	Excellent organisational and interpersonal skills.	I/R			
	E14	The ability to work enthusiastically as part of a team.	AF/I/R			
	E15	Creativity and innovation.	I/R			
<b>Special Requirements</b>	E16	Enhanced DBS and disqualification by associated disclosure	D			

<b>Key</b>	
AF	Application Form
I	Interviews
C	Certificates
T	Tests
R	References
D	Disclosure

All appointments are subject to satisfactory references.

## Additional information for candidates

This section contains the following information:-

- Application Guidance Notes
- Recruitment of Ex-Offenders Policy Statement
- An Application Form
- An Equality Monitoring Form

Unfortunately, although we appreciate the time you have spent completing your application, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful. However, you can contact us on 01325 254000 to enquire whether you have been short-listed for interview.

### **THE EDUCATION VILLAGE ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES**

#### ***Please read this information before completing the Application for Employment***

These notes are intended to help you complete your application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the recruitment and selection process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria.

The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Judith Amerigo on 01325 254000.

#### **General Points**

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

The Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CVs will not be considered for short listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

#### **Front Page**

The first section asks for some basic details about you. Please provide all the details as requested.

### **Present Employment**

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

### **Previous Employment**

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

### **Education**

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

### **Referees**

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a recent school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

### **Personal Statement**

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

### **The Employment of people with Criminal Records**

The Education Village Academy Trust operates a policy on employing people with criminal records. The Academy Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Academy Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available upon request.

### **Disability**

The Education Village Academy Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be

able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). As a Disability Symbol User, the Academy undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

### **Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

### **Relationship with Members and Officers**

You are required to complete this section regarding your relationship with any Members or Officers of the Academy Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

**Finally please check that you have completed all sections of the Application for Employment and that you have signed it.**

### **Data Protection Disclaimer**

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Academy Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

### **Equality Policy**

The Education Village Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Academy Trust's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Academy Trust's Equality Policy.

### **Age**

The Academy Trust's application form does not ask an applicant's age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. The Academy will consider all applications on merit.

### **No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy**

The Academy operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

### **Conditional Offer of Employment**

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.