



SARACENS BELL LANE

TEACHER

with the permission of the Governing Body of
Bell Lane Primary School



ABOUT SARACENS BELL LANE

Saracens Bell Lane will come into being on 1st August 2024, when Bell Lane Primary School and Children's Centre leaves the maintained sector to join Saracens Multi-Academy Trust. The Trust has been working with the school and its governing body over recent months to facilitate a smooth transition.

The original school was constructed in 1900 and has been subject to extension over the last 124 years to create a two-form entry primary school, with a separate onsite Nursery and Children's Centre. The Children's Centre is fully funded by L B Barnet but is operated by the school.

Number on school roll: 435 (including 58 in Nursery)

SEND: 95 (25 with EHCP and 70 SEN support)

Pupil Premium: 95

FSM: 115

EAL: 333

Rather than trying to describe Saracens Bell Lane, please come and visit so you can see and feel for yourself what a special place it is.

Please call Teresa in the School Office on 020 8203 3115 to arrange a time

ABOUT SARACENS BELL LANE CHILDREN'S CENTRE

The school operates a Children's Centre on site, on behalf of L B Barnet. This is separately funded, but the staff will be employees of the Trust.

Responsibility for the management of the Children's Centre is delegated to the Principal by the Trust Board. The Principal will be the authorised representative of SMAT in delivering preventative and Early Help Services to the local community, delivering positive outcomes for young children and ensuring that every child has the chance to fulfil their potential.

The Children's Centre at Bell Lane is part of Barnet's South Child and Family Help Hub providing multidisciplinary support to young children and their families. The emphasis is on improving outcomes for young children and focuses on:

- Child development and school readiness
- Parenting aspirations and parenting skills
- Child and family health and life chances



ABOUT SARACENS MULTI-ACADEMY TRUST

OUR VISION IS:

Enriching lives through education by developing lifelong learners who will thrive in life beyond school.

To realise our vision, we embrace and live our core Saracens Values of *Discipline, Hard Work, Honesty and Humility* by:

- Ensuring our schools are orderly, safe, and joyful places where our pupils are governed and guided in their behaviour by fair and sensible principles
- Empowering our staff to embrace the latest thinking and use teaching styles that reflect the culture of success and commitment to character development, with achievement celebrated as warmly as attainment
- Retaining a focus on supporting those communities most in need, striving for equality of opportunity for all. Building community hubs around our schools, through mutually beneficial partnerships with local businesses, organisations, and individuals
- Insisting on an honest appraisal of the efforts and attitude of staff in their work and pupils in all areas of their education and school life
- Creating an environment where all members of the school community work incredibly hard to fulfil the potential of each individual and strive for continuous improvement in everything that we do
- Placing equal emphasis on character education and enrichment as academic attainment, so that pupils are prepared for life beyond school
- Creating a quality of life for all staff and pupils that is both enjoyable and impactful, to make memories that they take pride in and cherish for the rest of their lives
- Utilising the networks of the broader Saracens family to strengthen our school communities
- Achieving our outcomes sustainably, through strong financial governance and protecting and nurturing our surrounding environment





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BELL LANE

JOB DESCRIPTION

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to ensure high standards of teaching across the curriculum, and to lead teaching and learning, so that pupils make appropriate progress and enjoy their learning.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy, aims and objectives of the school and to be instrumental in creating an ethos that facilitates the effective education of every pupil and ensures that they make expected levels of progress.



YOUR KEY RESPONSIBILITIES AS A TEACHER AT SARACENS BELL LANE ARE TO:

TEACHING AND LEARNING

- Plan and deliver lessons in accordance with the school curriculum and teaching and learning policies
- Collaborate with partners to implement schemes of work, ensuring that these support good learning and good pupil progress
- Set appropriate and demanding expectations for pupils' learning, motivation, and presentation of work
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery
- Contribute to Key Stage development plans
- Work in collaboration with Learning Support and Teaching Assistants, and with other adults who may attend lessons to support pupils
- Be familiar with the 0-25 Special Educational Needs Code of Practice and support and plan for pupils accordingly (adaptive/personalised teaching and learning)
- Know, and take account of, pupils' prior levels of attainment and use them to plan lessons and set targets for future improvements
- Set work for pupils absent from school for health and disciplinary reasons
- Maintain good discipline by adhering to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code

SCHOOL DUTIES

- To undertake duties before school, and during breaks (including lunch) on a rota basis
- To set cover work when on leave of absence
- To play a full part in the life of the school community, supporting our values and ethos, and encouraging colleagues and pupils to follow this example

ASSESSMENT, RECORDING AND REPORTING

- Maintain notes and plans of lessons undertaken and records of pupils' work
- Mark, monitor, and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy, providing constructive oral and written feedback and clear targets for future learning, as appropriate
- Monitor homework and provide constructive feedback
- Analyse data on pupil progress, achievement, and attainment in line with school policy and practice
- Complete pupil reports and progress grades in line with policy and as specified in the published calendar
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for pupils
- Participate in the management of the school by attending various meetings according to the schedule
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to you by the Principal
- Be proactive and take responsibility for matters relating to Health and Safety



PASTORAL RESPONSIBILITY

- Be the first point of contact for parents of pupils in the class, liaising with other staff as appropriate
- Communicate regularly with the Senior Leadership Team about any issues or concerns about individual pupils or the class as a whole
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school administrator receives information promptly and accurately
- Attend assemblies with the pupils and encourage them to take an active role in presenting assemblies

PROFESSIONAL STANDARDS

- Make the education of pupils the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote our development as a learning community
- Treat all members of the community, colleagues, and pupils, with respect and consideration
- Read and adhere to the various policies of the school as expressed in the School Improvement Plan, the Staff Handbook, subject area/year group documentation, etc.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality, and attendance
- Promote the aims of the school by attendance at, and participation in, events such as workshops for parents, educational visits, and extra-curricular activities
- Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- Take responsibility for your own professional development, participate in staff training when provided and seek out other opportunities
- Reflect on your own practice as well as the practice of the school with the aim of improving all that we do
- Treat all pupils fairly, consistently, and without prejudice

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.



PERSON SPECIFICATION

	ESSENTIAL	DESIREABLE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Education to degree or equivalent level+ QTS • Demonstrable commitment to own professional development • Sound knowledge and understanding of the National Curriculum • ICT skills that reflect the impact of technology on modern classrooms 	<ul style="list-style-type: none"> • Evidence of continued development and learning
TEACHING	<ul style="list-style-type: none"> • Aspirational teacher with evidence of successful teaching in a primary school • Good knowledge and understanding of the range of complex needs experienced by youngsters • ICT competency • Knowledge and understanding of safeguarding issues 	<ul style="list-style-type: none"> • Evidence of successful teaching • Ability to use data and strategic information to raise pupil attainment
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Recent experience in a primary school 	
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Good behaviour management • Commitment to continuous improvement • Commitment to meeting the needs of all pupils • Sense of humour, presence, drive, passion, and flexibility • Ability and willingness to work flexibly to meet school needs • Able to work independently and as part of a team • Approachable and sensitive to the needs of others • Openness & willingness to address & discuss relevant issues 	<ul style="list-style-type: none"> • Awareness of the needs of children who speak English as an additional language

Saracens Multi-Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check

HOW TO APPLY

Complete the application form on My New Term website.

Your supporting statement must include references to the job description and person specification.

In addition, please explain why you are the right person for the role, specifically in relation to Saracens Bell Lane.

If you have any questions, would like an informal conversation about the role, or to arrange a visit, please contact the Trust people Manager: maida.brkovic@saracensmat.org.



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