

**Applying for a Job at**

**Warden Hill Infant School**

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Dear Applicant,

Thank you for your interest in Warden Hill Infant School. We are pleased to enclose an application pack for the position of Mainscale Teacher.

Please read the accompanying information carefully. Documents explaining the school’s recruitment process and safe recruitment and selection policy are enclosed in your information. C.V’s will not be accepted for this post. Only fully completed application forms will be considered.

If you are shortlisted for the role, you will be invited to the interview in writing. Please note that you will be required to produce original documents proving your eligibility to work in the UK, your identity (document containing a photograph e.g. driving licence and a current and valid British Passport) and qualifications at the interview.

You may be asked to explain any gaps or issues arising from the information you have provided and/or from employment references.

Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

In addition, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks at the point of short listing unless you have indicated otherwise.

Thank you for your interest in Warden Hill Infant School. We look forward to receiving your application for this post.

If you have any queries with regards to any aspect of the recruitment and selection process, please contact Mrs Maxted – Headteacher Warden Hill Infant School.

Yours sincerely,

L Maxted

Mrs L Maxted

Headteacher

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Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy for which we are recruiting. We hope you will find this information useful and we look forward to hearing from you.

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| **Making an Application** |

**Application Form**

CV’s are not accepted as part of the application process. If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

**Supporting Information**

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

**For Teaching posts,** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

**The closing date for application is:**

**Monday 13th January at 4.00pm**

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| **Interview and Selection Process** |

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

**Interviews are scheduled to take place on:**

**Friday 24th September**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

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| **Induction and Continuous Professional Development** |

The Headteacher and School Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you this will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support Staff employees new to the Council will be subject to a probationary period of 9 months.

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| **Pre-employment Checks** |

**Reference**

If you are shortlisted we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

It is an offence to seek employment in regulated activity if you are on the barred list.

Copies of references or references that are addressed ‘to whom it may concern’ will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

**Disclosure and Barring Service Check**

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. And the completion of a Childcare Disqualification declaration. All such checks must be satisfactory before we confirm any offer of an appointment.

It is an offence to seek employment in regulated activity if you are on the barred list.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and /or unspent convictions may not necessarily make you unsuitable for appointment.

If you are permanently removed from employment, due to a safeguarding issue, it is our duty to refer the incident to the Disclosure and Barring Service.

**Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

**Right to work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identify will also be required.

**Medical Assessment**

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

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| **School Policies** |

**Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

It is the legal duty of the school to assist our colleagues with child protection enquiries. If we have to make a referral to another agency parents and carers will be informed unless informing the parent or carer would put the child at risk of harm. The Safeguarding of Children Policy is available from the school office.

**Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues.

**Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

The School Governors and Headteacher regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

**Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school**

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 **JOB DESCRIPTION**

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| **TITLE:** | Teacher  |
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| **SCHOOL:** | Warden Hill Infant School-  |
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| **RESPONSIBLE TO:** | Headteacher |
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| **GRADE:** | Mainscale  |

**PURPOSE OF POST:** The postholder has a teaching commitment in the Foundation/KS1. The teacher will contribute to the School Plan, supporting the ethos, aims and vision of the school.

**ORGANISATION CHART:**

See Staffing Structure

**PRINCIPAL RESPONSIBILITIES:**

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers’ Pay and Conditions Document and will undertake class teaching in a designated year group/curriculum area\*.

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| 1. | Assist in whole school, year group and lesson planning which meets the needs of all pupils. |  |
| 2. | Co-ordinate/ act as a subject specialist in\* a curriculum area including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Leadership Team. |  |
| 3. | Monitor and assess pupil results and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.  |  |
| 4. | Support the school’s pastoral system, within the year group, class and with individual pupils. |  |
| 5. | Contribute to the school’s performance management process, coaching and mentoring colleagues and PGCE/ITT students, as required, monitoring some teaching in the curriculum area and the input of class support staff. |  |
| 6. | Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class. |  |
| 7. | Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, parental events. |  |
| 8. | Ensure personal professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others. |  |

**DBS**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified ‘regulated activity’ in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau’.*

*‘CVs will not be accepted for any posts based in schools.***Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples** **of how you meet the essential and desirable criteria.** |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Teaching in the relevant subject area.Using data to inform target setting and planning. | 1,21,2 | Working with children with English as an Additional Language. | 1,2 |
| **Skills/Abilities** | Able to communicate with a variety of stakeholders (eg colleagues, parents, external agencies).Able to use IT to support both the curriculum and work organisation.Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.Able to monitor and evaluate teaching and learning.Able to identify the necessary resources which ensure high quality teaching and learning. Able to assess the needs of individuals to inform lesson planning.Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. | 1,21,21,21,21,2 1,2,55 | Able to coach and mentor others. | 1,2 |
| **Equality Issues** | Demonstrable commitment to inclusive teaching and learning.Awareness of the effects of discrimination on pupils, parents, colleagues and policy. | 2,51,2 |  |  |
| **Competencies** | Able to demonstrate the appropriate motivation to work with young peopleAble to form appropriate relationships with young peopleEmotional resilience in working with challenging behaviours Appropriate attitudes to the use of authority and maintaining discipline | 1,21,21,21,2 |  |  |
| **Specialist Knowledge** | Subject/KS, curriculum knowledge | 1,2,5 |  |  |
| **Education and Training** | Qualified Teacher StatusEvidence of ongoing cpd. | 41.2 | Evidence of meeting the threshold standards.Sustained and substantial performance in the threshold standards. | 1,21,2 |
| **Other Requirements** |  |  |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification**

**5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)
4. Code of Conduct

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau’.*

*‘CVs will not be accepted for any posts based in school*