

Recruitment Pack



Classroom Teacher

September 2024



Welcome from Our Children 1st MAT

Dear Applicant

Thank you for applying for a position to work at our Trust, which comprises of a single primary school that caters for over 600 children from 2 to 11 years of age.

At Our Children 1st we quite simply put children at the heart of everything we do. We work hard to give every child the very best start we can. We offer outstanding teaching and learning, exceptional care and support. We believe in fairness and equality of opportunity. We believe that every child has the right to an excellent education, irrespective of their background or the challenges they face.

All our staff, regardless of their role, work together to ensure we provide the best possible education and experiences for our children. We create a caring, supportive school where we strive to meet the individual needs of all our children and equip them for a successful future. We work hard to create a working environment that is supportive, fun and supports a work life balance.

Therefore, if you are successful, you will be joining a dedicated team who work hard to ensure our school is a welcoming, positive and exciting environment to belong to.

Enclosed in this pack you will find;

- Job advert
- Job description and person specification
- Safeguarding information
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Kind regards,

Heather Adams

Head Teacher

Job Advert

Post	KS2 Classroom Teacher MPS
Grade	ECT, MPS
Hours	Full Time
Start Date	ASAP – or from January 2025 for two terms
Contract Type	Maternity Cover Fixed term contract

Closing date for applications
Interviews will take place on

Thursday 3rd October 2024 at 12 noon
Wednesday 9th October 2024

We require an enthusiastic and highly motivated teacher. This post would be suitable to ECT and MPS candidates, we are looking for the best candidate for the job.

Pallister Park Primary is an exciting and vibrant primary school where we all work together for the best interests of each individual child. This is an excellent opportunity for the right person to join our team and become part of the Pallister Park school family.

Our motto is quite simply '**Work Hard, Play Hard**'. We ensure that our children enjoy learning, can develop their resilience and confidence to achieve their full potential.

We are proud of our school and delighted to serve our community. Please visit our Facebook page for an insight into what we are all about.

The successful applicant will be:

- Able to demonstrate excellent practice in teaching and learning
- Able to motivate children and inspire them to learn
- Able to work successfully as part of a team
- Able to contribute to curriculum development
- Willing and able to make a positive contribution to the school and its community

Additional information about our school can be found on our website,
www.pallisterparkprimary.co.uk

Class Teacher Job Description

POSITION:	Class teacher
REPORTS TO:	Leadership Team
RESPONSIBLE FOR:	Teaching and Learning
GRADE:	School Teachers Pay & Conditions

Key Purpose of the Job

To take responsibility for the education and welfare of a class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

Main Activities

1. To take responsibility for planning and implementing appropriate work programmes for all children in the class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

Principal Accountabilities

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENDCo
4. Where possible, to ensure that the majority of the children's work is linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.

6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of display both in the classroom and in other areas of the school.
9. To arrange for resources, equipment, and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to undertake medium- and short-term planning and the implementation of agreed schemes of work.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.
14. To liaise with support staff both school based, from the LA & from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher

Classroom Teacher Person Specification

Category	Essential	Desirable	How Identified
Education & Training	<ul style="list-style-type: none"> Qualified Teacher Status Graduate or equivalent in appropriate phase. GCSE English and Maths at Grade C or above (or equivalent) Excellent written/communication skills 		Application Form
Experience	<ul style="list-style-type: none"> Evidence of teaching and learning that is graded at least good Using ICT in the preparation and delivery of learning activities. 	<ul style="list-style-type: none"> Evidence of teaching and learning that is graded outstanding 	Application Form Letter of Application Interview process Reference
Knowledge	<ul style="list-style-type: none"> Knowledge of the characteristics of high quality teaching in a primary phase Understanding of strategies for raising pupil progress Knowledge of statutory curriculum, assessment, recording and reporting requirements in a primary phase 	<ul style="list-style-type: none"> Understanding of how to use comparative data, together with information about pupils' prior attainment to set targets for improvement. Able to offer curriculum expertise or lead a subject area (excluding NQTs) 	Interview Reference
Skills	<ul style="list-style-type: none"> Good oral and written communication skills. The ability to prioritise, plan and organise in order to meet deadlines. Confident in the use of IT for teaching and administration. The ability to solve problems and make decisions. The ability to take responsibility for own professional development. The ability to inspire confidence in pupils, parents and staff. 	<ul style="list-style-type: none"> The ability to analyse, understand and interpret relevant information and data. 	Interview Reference
Attributes	<ul style="list-style-type: none"> Energy, vigour and perseverance. Self confidence and initiative. Enthusiasm and commitment. Willingness to contribute to wider school and campus activities Reliability, resilience and integrity. Personal impact and presence. A good team player 		Interview Reference

How to Apply

Our Children 1st Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Return your completed application to recruitment@oc1st.co.uk

If you are unable to submit an electronic application form, printed copies should be posted or hand delivered to Pallister Park Primary School, for the attention of Mrs Russell.

Please make sure we receive your application by **noon** on:

Thursday 3rd October 2024

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring an original form of identification, such as Drivers licence, Passport, photocopies will not be accepted.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

The format of the interview day will be outlined in the invitation for interview and usually involves a formal interview, activity with group of children and a written task, although this may vary depending on the requirements of the post at the time.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request information that we hold.

Safeguarding

Our Children 1st are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g., those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

[Working Together to Safeguard Children DfE 2023](#)

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2023'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

[Safeguarding Children & Young People](#)

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children.

Criminal record declaration form for jobs exempt from the Rehabilitation of Offenders Act (ROA) 1974

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Before completing this form, it is important that you review the Ministry of Justice Guidance on the rehabilitation of offenders, which can be found here - <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence.

All cases will be examined on an individual basis and will be explored further during the interview process. It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal by the Trust.

Criminal record declaration form (exempt positions)

If you are unsure about how to answer the questions on this form, please **contact Nacro's Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.



Surname:

First name:

Do you have any unspent convictions or conditional cautions?

Yes

No

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes

No

Do you have any unspent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes

No

If you have answered yes to either question, you now have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately _____ (please mark with an X if appropriate.)

Option 2: Please provide details in the space below.

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Our Children 1st Academy Trust.

Print Name:

Date:

Please return this form to: Mrs Nicola Russell

USER NAME REQUEST FORM

Online Background Checks

In accordance with Keeping Children Safe in Education 2024 guidance, we will conduct online background checks on all shortlisted candidates.

Please provide usernames or links to all your social media and professional profiles, such as:

- Facebook
- Instagram
- X
- LinkedIn
- Personal Website or Blog

This information will allow us to complete necessary suitability safeguarding checks. Your details will be handled sensitively and deleted after the recruitment process ends, in compliance with GDPR (General Data Protection Regulations).

If you have any concerns about providing profile information, please contact us to discuss alternatives. We aim to carry out thorough candidate assessments while respecting privacy. Our top priority is keeping children safe.

WEBSITE	USERNAME
<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to username link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>