



# Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



## JOB DESCRIPTION

**Job Title:** Class Teacher (Fixed term, one year)

**Salary:** MPS

**Job purpose:** To teach a class to the high standard expected by the Headteacher, Governors and the community served by the school. (Non ECTs only: *To act as subject leader for a foundation subject, to be discussed at interview*).

### RESPONSIBILITIES AND RANGE OF DUTIES

- To be responsible to the Headteacher.
- To manage and lead a curriculum area (non ECTs only) following school policy.
- To maintain good order and discipline among pupils whilst safeguarding their health and safety during activities which take place within and outside school.
- To supervise and manage other adults, for example teaching assistants and / or special needs support assistants.
- To attend staff meetings, parents evenings and school training day meetings as appropriate.
- To participate in procedures for implementing the school's Performance Management policy.
- If working in EYFS phase: to have due regard to the Statutory Framework for the Early Years Foundation Stage.
- To perform delegated duties in accordance with any directives reasonably given by the Headteacher or Assistant Headteacher.

### TEACHING AND PASTORAL CARE

- As a classroom teacher plan, prepare and teach to meet the educational needs of all children assigned in accordance with the National Curriculum/ Early Years Foundation Stage Profile.
- To be aware of individual needs within the classroom, both educational and pastoral.
- To identify and support accordingly, pupils with special needs, including more able children, in liaison with other school staff and professional from external agencies.
- Provide guidance on the social and personal development of children and undertake pastoral care of pupils.
- To have high expectations and to create a learning environment of high quality and organisation.
- To work within the stated curricular organisational and philosophical aims of the school and assist in achieving their effectiveness.
- To co-operate with other members of staff, work as part of a team with professionalism, to achieve the overall aims and objectives of the school.
- To take part in the assessment of pupils within the school in accordance with statutory guidelines and school policies.
- To liaise with parents and keep them informed about their child's education and progress in line with school policy.

### PROFESSIONAL DEVELOPMENT

- To review personal teaching methods and programmes of work.
- To undertake, as necessary or required, training to ensure continued professional development.



## PERSON SPECIFICATION

### **Qualifications**

- Qualified Teacher Status (*essential*)
- Degree (*essential*)
- Registration with the General Teaching Council (*essential*)

### **Knowledge and Understanding**

- To have a clear understanding of the National Curriculum and Early Years Foundation Stage Profile and their application.
- A knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range.
- To be able to develop a creative curriculum.
- To motivate and inspire pupils.
- An understanding of teamwork.

### **Skills and Aptitudes**

- The ability to communicate effectively in a verbal and written form to a range of audiences.
- The ability to teach a wide range of subjects across the primary age range.
- To be able to use effectively a variety of teaching and organisational styles and resources including ICT.
- A willingness to work throughout the Primary School.
- To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development.
- Ability to set high standards and provide a role model for staff and pupils.
- Ability to deal sensitively with people and resolve conflicts.
- Ability to work with and deploy staff and resources effectively.

### **Personal Qualities**

- To have high expectations.
- Ability to relate well to children and adults.
- Ability to lead, motivate and influence others.
- To have excellent time management skills.
- To be a positive and enthusiastic role model to others.
- To show commitment to sustain excellent attendance at work.



## SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

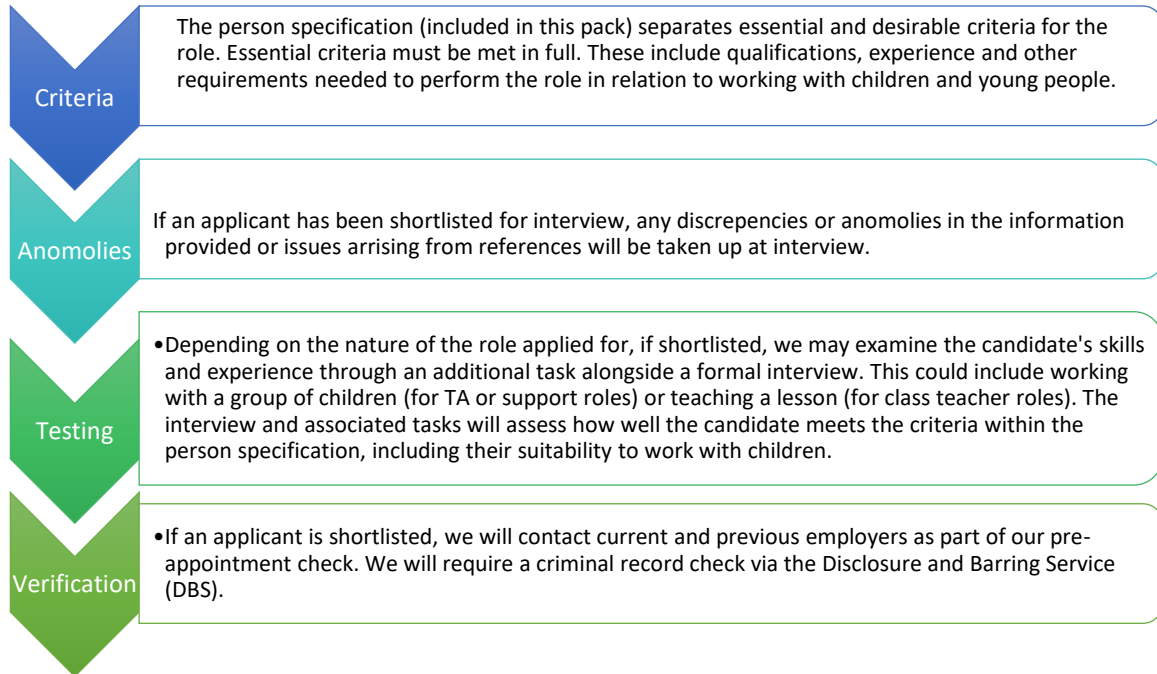
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

## SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role or would like to visit the school.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate’s current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

**STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM**

**1. APPLICANT’S NAME AND POSITION APPLIED FOR**

<b>Applicant Name:</b>	
<b>Post applied for:</b>	

**2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION**

a) In what capacity did you employ the applicant?		
b) Dates of the applicant’s employment with you:	From	To
(MONTH/YEAR)		
c) How long have you known the applicant?		
d) In what capacity do you know the applicant?		
e) Main duties and responsibilities of applicant’s role with your organisation:		
f) How would you assess the applicant’s performance in their work with your organisation?		
<input type="checkbox"/> Outstanding <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Requires improvement <input type="checkbox"/> Very poor		
Comment:		
g) Please provide details of any areas needing improvement and any action taken or support provided:		
h) Why did/does the applicant leave/wish to leave your organisation?		

**3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]**

*[The Equality Act 2010 prohibits prospective employers from asking about a candidate’s health, sickness record or health-related matters prior to making an offer of employment]*

Please give details of absences unrelated to sickness in the applicant’s most recent two years of employment with you:

a) How many <u>days</u> of absence from work did they take in total?
DAYS / DETAILS
b) How many <u>episodes</u> of absence did they have?
PERIODS / DETAILS



#### 4. SALARY & SERVICE

Most recent salary scale		Additional payments type	
Most recent scale point		Additional payments value	
Most recent gross annual salary		Length of continuous service	

#### 5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]

Do you believe the applicant has the ability and is suitable to undertake the position applied for?  Yes  No

Would you re-employ the applicant? (If No, please give reason briefly)  Yes  No

#### 6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE [YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]

a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved.  Yes  No

b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details.  Yes  No

c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details.  Yes  No

d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details.  Yes  No

#### 7. PERSONAL EVALUATION

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					



8. TEACHING POSTS ONLY	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

**9. ADDITIONAL COMMENTS**

**10. DETAILS OF THE PERSON COMPLETING THE FORM**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organisation: \_\_\_\_\_ Tel No: \_\_\_\_\_

Signed: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.***

***Thank you very much for your prompt help and cooperation.***