



Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



JOB DESCRIPTION

Job Title: Maths and Key Stage 2 Leader

Hours per week (and current timings where applicable): Full time

Reporting to: Headteacher

Job purpose: To teach a class to the high standard expected by the Headteacher, Governors and the community served by the school. To form part of the school's senior leadership team, as whole school Maths Leader and Key Stage 2 Lead.

RESPONSIBILITIES AND RANGE OF DUTIES: CLASS TEACHER

- To teach children effectively, using strategies that enthuse and inspire pupils, ensuring good outcomes for pupils.
- 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.
- To perform delegated duties in accordance with any directives reasonably given by the Headteacher or Deputy Headteacher.

RESPONSIBILITIES AND RANGE OF DUTIES: SENIOR LEADERSHIP

Maths Leader Responsibilities

- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- Develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school improvement plan;
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.



Key Stage 2 Leader Responsibilities

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;
- Alongside other senior leaders, support the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the key stage, including through lesson observations and book scrutiny to ensure consistency and quality;
- Support the development of collaborative approaches to learning within the school and beyond;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.

PERSON SPECIFICATION

Qualifications

- Qualified teacher status or recognised equivalent (*essential*);
- A leadership qualification or evidence that candidate is being proactive in seeking to meet leadership development needs (*essential*).

Experience – show evidence of:

- Recent significant experience of working successfully as a middle or senior leader in a school (*essential*);
- Coaching or mentoring others in order to enhance the quality of teaching of others (*essential*);
- Whole school responsibilities and experience of turning policy into effective and successful practice (*essential*);
- Outstanding teaching in key stage 2, evidenced through progress data, lesson observations and books (*essential*);
- Knowledge or experience teaching the new year 6 curriculum and administering the key stage 2 statutory assessments (*desirable*);
- Working collaboratively with other schools in a leadership capacity to develop practice within own or partner settings (*desirable*).

Professional knowledge

- A clear understanding of the essential qualities necessary for effective teaching and learning (*essential*).



Can demonstrate the ability to:

- Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement (*essential*);
- Be an effective team player that works collaboratively with others (*essential*).

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.

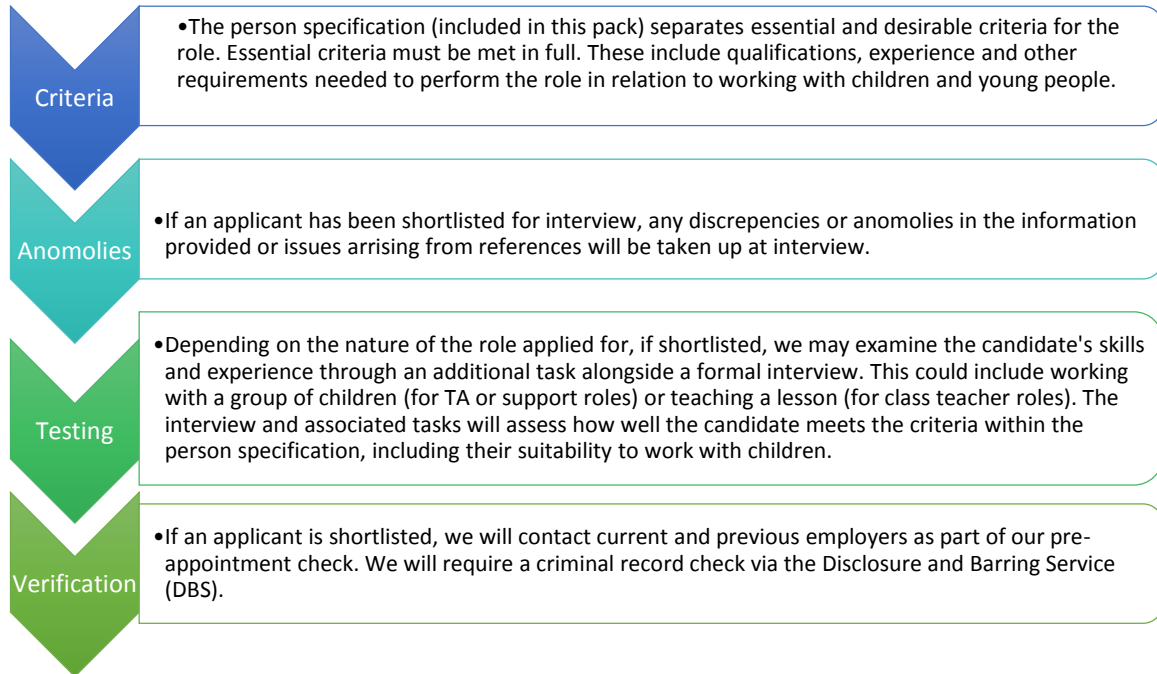
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

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.



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.

Cranbrook CEP School

CONFIDENTIAL REFERENCE (Part 2): SAFEGUARDING

Please complete the following pro forma and attach to your reference

Name:

Post Applied for:

1) Current Employment

Job Title:

Date Appointed:

For how long have you known the applicant?

In what capacity are they known to you?

2) Current Salary

If teacher : NA

Main Pay Range Salary: £ pa

Upper Pay Range Salary: £ pa

Date appointed to Upper Pay Range:

Leadership Payscale Point: L Range:



Unqualified Teacher Pay Range Salary: £ pa

Additional Allowance – if applicable:

Recruitment & Retention Allowance Value:

TLR Allowance Value: £ Reason for TLR:

TADSAS (unqualified teachers only)

If current non teaching KCC employee:

Kent Range Payband: Current salary: £

If non teaching or KCC employee, please state salary if known:

3) Do you have any reason to doubt the applicant's honesty & integrity? If yes, please give details.

4) Are there any formal disciplinary or capability investigation(s), action(s) or warning (s) / sanction (s) live on file at the date of leaving employment? If Yes, please give details:

Please note under an amendment to the School Staffing Regulations in 2012 maintained schools must confirm in writing whether a teacher has been subject to capability proceedings within the past 2 years and provide details of the concerns and their outcome. This does not include informal action under the capability procedure.

5) Has the applicant been subject to any formal disciplinary procedures involving issues relating to the safety & welfare of children / young people. This should include both current & expired warnings (s) / sanction (s).

If Yes, please give details and outcome:



6) Have any allegations or concerns been raised about the applicant that relate to the safety & welfare of children & young people or the applicants behaviour toward children & young people?

Please note any allegations which have been found to be unsubstantiated, unfounded or malicious should not be included.

If yes, please give details i.e. whether an investigation took place, what was the outcome / conclusion and how the matter was resolved:

7) Are you completely satisfied that the applicant is suitable to work with children & young people? If not, please give specific details of your concerns & the reasons why you think they might be unsuitable.

Signed:

Date:

Full Name:

Position:

School/Organisation:

Thank you for your assistance in completing this form which is based on the requirements for references set out in the DfES guidance 'Safeguarding Children: Safer Recruitment & Selection in Education Settings' Ref: DfES/1568/2005