



## St Mary's CE Primary School, Rawtenstall

<b>Post Title:</b>	<b>Yr1 Class Teacher and PPA teaching – Part-time (0.6) 1 Year Fixed term contract</b>
<b>Salary Grade:</b>	<b>Main Pay Scale</b>

<b>Accountable to:</b>	<b>The Headteacher</b>
<b>Staff responsible for:</b>	<b>You will be responsible for directing the work of support staff within the classroom, student teachers, work experience volunteers and parent helpers.</b>

### Core Purpose:

You are required to carry out the **general duties** of a school teacher as set out in the Schoolteachers' Pay and Conditions document and with regard to the Teaching Standards 2014. In discharging this responsibility you will be expected to work in accordance with the requirements of the Conditions of Employment of Schoolteachers, having due regard to the requirements of the National Curriculum in England, the school's aims, objectives and schemes of work, and any policies of the governing body.

You are required to carry out such **particular duties**, which form part of the STPCD document, which the Headteacher may reasonably direct from time to time.

### Areas of responsibility and key tasks:

#### **1. Planning, teaching, assessing and class management to:**

- Provide a stimulating and organised classroom to enhance independent learning and pupils personal organisation skills.
- Identify clear teaching objectives and specifying how they will be taught and assessed.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Effectively utilise support staff to carry out designated activities.
- Set tasks which challenge pupils and ensure high levels of interest and ensure coverage of agreed programmes of study.
- Evaluate and reflect on teaching and learning to improve effectiveness.
- Make effective use of assessment – including AfL, marking and summative - in line with the assessment policy.
- Identify pupils with special educational needs, more able children and children at risk
- Promote positive behaviour based on the school's Behaviour Policy; monitor and intervene to ensure sound learning and discipline.

**2. Monitoring, assessment, recording, reporting to:**

- Mark pupils' work in line with the school's marking and feedback policy and set targets for progress.
- Assess and record pupils' progress systematically in line with the assessment policy, and use this to inform planning, recognising the level at which the pupil is achieving and to identify and manage in class intervention groups.
- Prepare and present informative written and oral reports to parents.
- Complete agreed targets as part of the Appraisal cycle to support the School Improvement Plan.
- Lead, manage and develop a subject area to enhance the broad, rich curriculum offer at St Mary's CE Primary School.

**3. Other professional requirements to:**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through professional conduct.
- Have a commitment to inclusion and endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Have a commitment to engaging learning experiences – including through outdoor learning, real life learning and creative experiences.
- Contribute to the corporate life of the school through effective participation in meetings and management systems such as school development planning.
- Take responsibility for personal professional development, including active participation in performance management / appraisal.
- Liaise effectively with parents and governors.
- Determine resource needs of class in consultation with subject leaders.
- Develop aspects of citizenship issues including British Values and the school values.
- Consider life/work balance issues, and seek support and advice through the school, the authority and union if appropriate
- Take on any additional responsibilities which might from time to time be determined through mutual discussion.

**Equal Opportunities:**

We are committed to equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. As a school, we will ensure that the policy is properly applied.

**Health and Safety:**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment:**

St Mary's CE Primary School is committed to safeguarding and promoting the welfare of children and young people – see policy on school website - and expects all staff and volunteers to share this commitment. All staff are subject to an initial and updated DBS, an induction period and the

guidance on disqualification by association.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any offer of employment will be subject to satisfactory references and an Enhanced DBS check.

## IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

### INFORMATION FOR CANDIDATES

As an employer, we have a responsibility to ensure that each prospective employee is eligible to work in the United Kingdom, in line with the requirements set out in sections 15-25 of the Immigration, Asylum and Nationality Act 2006.

For this reason, all external candidates who are shortlisted for a post must produce any one of the documents, or combination of documents, described in **List A** or **List B** (below).

Interview Panels will check the validity of the documents provided and photocopy them. These will be retained on your personal file if you are the successful candidate (in line with the timescales outlined in the Act) or shredded if you are not appointed to the post.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. We do not hold a sponsorship licence and are unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system.

#### List A

**The documents listed below show an ongoing right to work in the United Kingdom. If you are not subject to immigration control, or have no restrictions on your stay in the United Kingdom, you should be able to produce a document or a specified combination of documents from this list.**

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland; **or**
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland; **or**
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**

6. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
9. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
10. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
11. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
12. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

## **List B**

**The documents listed below show a right to work for up to 12 months in the United Kingdom. Where your leave to enter or remain in the United Kingdom is time limited, you are required to produce a document or a specified combination of documents from List B and, if appointed, will be subject to follow-up document checks to establish your right to work in the United Kingdom at least once every 12 months.**

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit; **or**
2. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question; **or**

3. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, **or** a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same; **or**
4. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service; **or**
5. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland; **or**
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service; **or**
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer; **or**
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.

**NOTE:** Since 1 July 2013, as European Economic Area (EEA) nationals, Croatians have been able to move and reside freely in any European Union (EU) Member State. However, the UK has applied transitional restrictions on their access to the labour market under the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013. Under these Regulations, a Croatian national who wishes to work in the UK and who is subject to the worker authorisation requirement will need to obtain an accession worker authorisation document (permission to work) before starting any employment.

Exemptions from the scheme are set out at: <https://www.gov.uk/check-an-employees-right-to-work-documents>

### **EEA Nationals**

The following European Economic Area (EEA) nationals, and citizens of Switzerland, can work in the United Kingdom without any restrictions:

Austria  
Bulgaria  
Belgium  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Iceland  
Irish Republic  
Italy  
Latvia  
Liechtenstein  
Lithuania  
Luxembourg  
Malta  
Netherlands  
Norway  
Poland  
Portugal  
Romania  
Slovakia  
Slovenia  
Spain  
Sweden  
(Switzerland)  
United Kingdom

Nationals from these EEA countries, and Switzerland, can enter and work freely in the United Kingdom without restriction. Their immediate family members are also able to work freely in the United Kingdom while their adult EEA family member is legally residing and working here.