

# Eldon Primary School



## Our Vision Statement

*Eldon expects the best...*  
*Let's be the best that we can be!*

## Key Stage Two Teacher Application Pack 2021

Eldon Primary School  
Preston  
Lancashire

PR1 7YE

3<sup>rd</sup> October 2021

Dear Applicant

### **Key Stage 2 Teacher**

Thank you for your interest in the post of Class Teacher. I hope that the information included in this pack will help inform your application.

We are looking for a motivated and positive teacher to work with our children, staff and school community. We are looking to appoint an outstanding teacher with superb communication skills, who is committed to the children and to help maintain Eldon's outstanding credentials.

Standards of attainment and behaviour at Eldon Primary School are exemplary with our children always eager to learn and to rise to challenges. The staff and governors are totally committed to the school; our parents and wider school community are also extremely supportive and very proud.

If you choose to apply please ensure that you state your curriculum/subject leader strength in your supporting letter – and what you have done in your current role to lead and develop this subject.

I hope this information will encourage you to submit an application. Applications can be submitted via email to:

[s.nuttall@eldon-pri.lancs.sch.uk](mailto:s.nuttall@eldon-pri.lancs.sch.uk)

Closing date for applications is Monday 18th 2021, 12 noon.  
Shortlisting and observations will take place w/c 18<sup>th</sup> October 2021.  
Interviews will take place on Thursday 21<sup>st</sup> October 2021.

Yours sincerely,

Azra Butt  
Headteacher

**Eldon Primary School**  
**Personnel Specification Class Teacher**

Requirements	Essential (E) Or Desirable (D)	To be identified by: Application form (AF) Interview (I) References (R) Observation (O)
<b><u>Application</u></b>  Fully completed application form  Well considered and relevant supporting letter  Professional references should provide a strong level of support for skills, knowledge and attributes referred to below.	E  E  E	AF  AF  R
<b><u>Training and Qualifications</u></b>  QTS  Degree  Experience of teaching KS2 Experience of teaching KS1/EYFS  Experience of working with a teaching assistant  Experience of working with and engaging parents and the wider community	E  E  E D  E  E	AF  AF  AF/I/R AF/I/R  AF/I/R  AF/I
<b><u>Professional Knowledge and Understanding</u></b>  Pupils' educational development in Key Stage 2  Knowledge and understanding of the National Curriculum  Effective teaching and learning strategies to meet the needs of all pupils  Application of ICT to teaching and learning	E  E  E  E	AF/I/R  AF/I/R  AF/I/R  AF/I/R
<b><u>Skills and Attributes</u></b>  Enthusiastic, with a high level of motivation and initiative  Good communication and interpersonal skills	E  E	AF/I/R  AF/I/R

Creative and effective teaching and learning skills	E	AF/I/R
Ability to use a range of effective behaviour management strategies	E	AF/I/R/O
Adaptability to changing circumstances and new ideas	E	AF/I/R
Committed to the education of the whole child	E	AF/I/R/O
Ability to provide a stimulating, encouraging and secure learning environment	E	AF/I/R
Understanding of the role of assessment, record keeping and tracking pupil progress	E	AF/I/R
Values creativity in raising pupil attainment and self esteem	E	AF/I/R
<b><u>Leadership and Management</u></b>		
Leading the development of a subject area	E	AF/I/R
<b><u>Personal Attributes</u></b>		
Self motivated	E	AF/I/R
Well-organised	E	AF/I/R
Flexible, good humoured and approachable	E	AF/I/R
High expectations of self and others	E	AF/I/R
Ability to work as part of a team	E	AF/I/R
<b><u>Other</u></b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to regular attendance at work	E	I/R
Commitment to life and work of the school including after school activities	E	I

## Class Teacher Job description

<b>Post Title:</b>	<b>Class Teacher</b>
<b>Salary Grade:</b>	<b>Main Pay Scale/Upper Pay Scale</b>

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

### **Core Purpose:**

You are required to carry out the **general duties** of a school teacher as set out in the most recent Schoolteachers' Pay and Conditions document and with regard to the current Teaching Standards. 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, gifted and 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 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.

#### **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.
- Lead and develop a subject area

#### **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:**

Eldon Primary School is committed to safeguarding and promoting the welfare of children and young people 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 new guidance on disqualification by association.