



# Application Pack

[www.shuttleworthcollege.org](http://www.shuttleworthcollege.org)



## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Primary Teacher at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

This role presents a unique opportunity for an experienced, ambitious and skilled Primary teacher to join us in this exciting phase of the college's development.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With recruitment allowances available for the ideal candidate, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England  
Headteacher



# Job Description

|  |   |
|--|---|
| <b>Post Title:</b>                             | <b>Primary Teacher</b>  |
| <b>Purpose:</b>                                | <ul style="list-style-type: none"> <li>To take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.</li> <li>Responsibility for the planning and delivery of the English, Maths and Science curriculum of learners working at KS1 and 2 levels.</li> <li>Working alongside secondary colleagues to map and deliver an appropriate curriculum to learners working significantly below chronological ages.</li> </ul>  |
| <b>Reporting to:</b>                           | SENCO/ Assistant SENCO  |
| <b>Responsible for:</b>                        | Supervision of the work of teaching assistants  |
| <b>Liaising with:</b>                          | Headteacher, SLT, teaching/support staff, external agencies and parents.  |
| <b>Salary/Grade:</b>                           | MPR/UPS dependent on experience   |
| <b>Main Duties:</b>                            | <ul style="list-style-type: none"> <li>Responsibility for the planning and delivery of the English, Maths and Science curriculum of learners working at KS1 and 2 levels.</li> <li>Plan effectively to meet the needs of all pupils, ensuring teaching methods build on prior learning and has clearly identified learning objectives and success criteria.</li> <li>Ensure that learning is differentiated to both challenge and support learners to make good progress.</li> <li>Be able to set clear targets based on prior attainment, for pupils' learning.</li> <li>Provide consistently good conditions for learning where resources are well organised and accessible.</li> <li>Ensure learners receive well focused, diagnostic comments which check their understanding and help them to see how to improve.</li> <li>Track pupils' attainment to ensure they make at least good progress.</li> <li>Ensure planning identifies the role of other adults and that they are directed effectively and support learning.</li> </ul> |
| <b>Curriculum Provision &amp; Development:</b> | <ul style="list-style-type: none"> <li>Responsibility for the planning and delivery of the English, Maths and Science curriculum of learners working at KS1 and 2 levels.</li> </ul>  |
| <b>Staff Development:</b>                      | <ul style="list-style-type: none"> <li>To participate proactively in training and development including qualification development required in the job role</li> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To engage actively in the Appraisal process.</li> <li>To ensure the effective/efficient deployment of classroom support</li> </ul>  |
| <b>Quality Assurance:</b>                      | <ul style="list-style-type: none"> <li>To help to implement school quality procedures and to adhere to those.</li> </ul>  |
| <b>Management Information:</b>                 | <ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS and reports.</li> </ul>  |

|                                 |  |
|---------------------------------|--|
|                                 | <ul style="list-style-type: none"> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>  |
| <b>Communications:</b>          | <ul style="list-style-type: none"> <li>• Participate in meetings which relate to the school's management, curriculum, administration or organisation.</li> <li>• Communicate and co-operate with specialists from outside agencies.</li> <li>• Ensure planning identifies the role of other adults and that they are directed effectively and support learning.</li> <li>• Work in partnership with parents and keep them informed of their child's progress and attainment.</li> </ul>            |
| <b>Management of Resources:</b> | <ul style="list-style-type: none"> <li>• Identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>  |
| <b>Other Specific Duties:</b>   | <ul style="list-style-type: none"> <li>• Share the College's Vision, Mission, Values and Behaviours and communicate them effectively.</li> <li>• Adhere to college policies and procedures including Health and Safety.</li> <li>• Be responsible for safeguarding and promoting the welfare of children and young people.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> |

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

| Person Specification Form  |                                |   |
|--|--------------------------------|---|
| Job title: Primary Teacher with SEN  | January 2024                   |   |
| Directorate: Children and Young People   |                                |   |
| Establishment or team: Shuttleworth College  |                                |   |
| Requirements - (based on the job description)  | Essential (E) or desirable (D) | To be identified by: application form (A), interview (I) or reference (R) |
| <b>Qualifications, Experience &amp; Professional Knowledge</b>   |                                |   |
| Qualified Teacher Status   | E                              | A   |
| Commitment to CPD  | E                              | A   |
| Degree (2:2 or above)  | E                              | A   |
| Able to provide a high quality, challenging and effective learning environment which promotes high quality learning experiences for all students | E                              | A, I, R   |
| Able to identify and meet the needs of all learners  | E                              | A, I, R   |
| Effective behaviour management strategies  | E                              | A, I, R   |
| The ability to maintain high standards of teaching which ensures all students are actively engaged and make progress.                            | E                              | A, I, R   |
| Experience of teaching KS1 and KS2   | E                              | A, I, R   |
| Knowledge of SEN provisions and how to monitor these effectively.  | E                              | A, I, R   |
| <b>Knowledge, skills and abilities</b>   |                                |   |
| Strong communication and interpersonal skills  | E                              | A, I, R   |
| To value involvement of parents and to have confidence to engage with parents effectively.   | E                              | A, I, R   |
| A genuine belief in the value of each student, have high expectations of children and be able to excite, enthuse and inspire them                | E                              | A, I, R   |
| A warmth and empathy when dealing with young people  | E                              | A, I, R   |
| An understanding of curriculum progression from KS1-KS4  | D                              | A, I, R   |
| <b>Personal Characteristics</b>  |                                |   |
| Organised and dedicated with high levels of initiative   | E                              | A, I, R   |
| Professionalism – have very high expectations and standards of themselves and others   | E                              | A, I, R   |
| Evidence of a high level of personal motivation and enthusiasm   | E                              | A, I, R   |
| The ability to work as part of a team with a good sense of humour  | E                              | I, R  |
| Be flexible and positive with a solution focused approach  | E                              | I, R  |
| Ability to reflect on current practice and use this information to constantly improve.   | E                              | A, I, R   |
| <b>Other</b>   |                                |   |
| Commitment to ensure that all children are safe from harm and a clear knowledge of safeguarding issues   | E                              | I   |
| Commitment to health and safety  | E                              | I   |
| Positive health and attendance record  | E                              | I   |
| <b>Please Note: References will always be considered before confirming a job offer in writing.</b>   |                                |   |

# Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to [applications@shuttleworth.lancs.sch.uk](mailto:applications@shuttleworth.lancs.sch.uk)

If you have any questions, please do not hesitate to get in touch.

