



Key Stage 1 or Lower Key Stage 2
Class Teacher

Recruitment Pack





Dear Applicant

Re: Weetwood Class Teacher

Thank you for your interest in our Key Stage 1 or Lower Key Stage 2 classroom teacher advert at Weetwood Primary School. We are a happy thriving school with a passion for creative teaching, lifelong learning and memorable experiences.

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career. I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



Our Vision and Aims

**Respecting each other,
Striving to be our best,
Learning in a happy school.**

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all the pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the children the following values to the children throughout their journey at Weetwood.

We feel it is our task to identify the needs of pupils and help them to:

- * Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- * Develop skills for intellectual, physical, emotional and social learning;
- * Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- * Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- * Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- * Begin to understand the complex world in which they live;
- * Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- * Appreciate, and develop the confidence to contribute to human achievements;
- * Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- * Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.



The Application Process

Interested candidates are welcome to contact Mrs Haworth for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk. Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School. Visits are welcomed, please call the school to organise this.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: 18.04.24

Interview Date: 25.04.24

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the office manager.



Vacancy Advert:

Are you looking for an exciting opportunity? We are looking to appoint a conscientious, dedicated and enthusiastic Key Stage 1 or Lower Key Stage 2 class teacher to join our team, starting in September 2024. We are looking for someone who ensures children make exceptional progress through providing an engaging curriculum that challenges and inspires children.

The successful candidate will need to be:

- Be committed to providing an inspirational learning environment in order to achieve outstanding progress for all children.
- Able to form positive relationships with the whole school community and work collaboratively with colleagues both internally and externally.
- Committed to safeguarding and promoting the welfare of children and young people.
- Have high expectations of yourself, enabling you to motivate and inspire children to achieve their full potential.

What we can offer you:

- The opportunity to be part of a friendly, supportive team committed to achieving high standards for all pupils.
- An enjoyable work environment in a friendly, happy school.
- A dedicated senior leadership team and governing body
- Commitment to staff development, including supporting staff to undertake new opportunities and continual professional development.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Job Description

JOB TITLE: Teacher

CONTRACT: Fixed Term contract- One Year Maternity cover

GRADE: MPS/UPS

PURPOSE OF THE JOB:

To use professional judgement to meet the learning needs of children within your care to achieve high standards; to share and support the corporate responsibility for the well-being, education and behaviour of all children.

RESPONSIBLE TO:

The Head Teacher or his representative with delegated responsibilities. In carrying out these duties, to consult, where appropriate, with the relevant senior managers, other staff in school, parents and carers, pupils and the wider community.

IN RELATION TO THE STATUTORY REQUIREMENTS:

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document. The post holder will fully meet the National Standards for Teachers (September 2012), the requirements of the Teaching Agency and other current legislation.

MAIN DUTIES AND RESPONSIBILITIES:

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Meet the needs of all groups of pupils including those with SEN, disabilities, EAL, Gifted and Talented and those in receipt of Pupil Premium.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Unless an NQT, lead in a specialist area throughout the school.
- To demonstrate a good understanding of phonics and early reading.

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Plan collaboratively with children and other team members.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.



- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Personal Plans (PPs).

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress and next steps.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Understand the demands expected of pupils in relation to the EYFS and National Curriculum for KS1 and KS2.

Relationship with Parents and the Wider Community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.

Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of books, ICT and other learning resources which enable teaching objectives to be met.



Weetwood Primary School

Person Specification for KS1/Lower KS2 Teacher Post

The person specification indicates the skills, knowledge and attributes we are seeking and will be used to shortlist candidates. Applicants are expected to demonstrate, in the application form and at interview, how they meet the requirements below. Essential (E) Desirable (D)

<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Qualified teacher status • Evidence of Continuing Professional Development 	<p>E</p> <p>D</p>
<p>Experience</p> <ul style="list-style-type: none"> • Recent experience of teaching within Key Stage 1 or lower KS2 • Recent experience of teaching across primary age range 	<p>E</p>
<p>Skills</p> <ul style="list-style-type: none"> • Communicate effectively orally and in writing to a range of audiences • Excellent classroom practice maximising the achievement of all pupils • Use strategies to develop the self-esteem and confidence of all pupils leading to appropriate classroom behaviour • Demonstrate a commitment to equality of opportunity for all pupils • Work effectively as part of a team • Develop positive relationships with pupils, parents, colleagues, governors and where appropriate outside agencies • Good organisational, planning and time management skills • Think creatively and imaginatively to anticipate and solve problems and identify opportunities • To lead, advise and support other staff in the classroom 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Special Knowledge</p> <ul style="list-style-type: none"> • A good understanding phonics and progression in early reading. • A good understanding of the National Curriculum for KS1 and the new Early Years Foundation Stage • A good understanding of the National Curriculum for KS2 • Effective use of ICT for a range of purposes including the support of learning • The principles of assessment, record keeping and reporting of pupils' attainment and progress in EYFS and KS1 • The principles of assessment, record keeping and reporting of pupils' attainment in KS2 • Understanding of the SEN Code of Practice and the implications for teaching and learning 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>
<p>Attributes</p> <ul style="list-style-type: none"> • Adaptability to changing circumstances and new ideas • Enthusiasm 	<p>E</p>



<ul style="list-style-type: none">• Reliability and integrity• Commitment• Resilience• Involvement in extra-curricular activities	E
Other Conditions	E
<ul style="list-style-type: none">• School operates a No Smoking Policy	E