



## Job Application Pack

### Class Teacher

MPS

Full Time, Permanent

Closing Date: 9am Wednesday 17th June 2015



## **Letter from the Head of School**

Dear Applicant,

We are delighted that you have expressed an interest in working at Birklands Primary and Nursery School in the role of Class Teacher.

Birklands successfully converted to academy status in April 2014. We are incredibly proud to be part of the Torch Academy Gateway Trust and are committed to providing high quality education for all our children and their families.

Our school currently has 175 children on role and works with children from ages 3-11. There is a strong commitment to team work and staff work collaboratively to plan exciting learning experiences which develop key skills and inspire children to develop a real love of learning.

As a forward thinking organisation we willingly embrace change and constantly strive to develop innovative practice. This is supported by our strong commitment to collaborative working with other academies in the partnership and beyond through our membership of the Torch groups Teaching School Alliance.

We would welcome any visits prior to the interview day.

We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

**Nick Copestake**  
Head of School Designate



## **Letter from the CEO**

Dear Applicant,

I am delighted to be able to introduce you to Birklands Primary School and the tremendous opportunities this school offers the young people of Warsop.

The Torch Academy Gateway Trust is actively seeking Teachers of any level of experience from NQTs to experienced teachers to join the team and really make a difference to the learning of children at Birklands. It is an exciting time in the development of the Trust and we need the right teachers to help us carry it further.

The successful candidate will be offered appropriate levels of support through our highly regarded Multi Academy Trust and mentoring from a range of experienced school leaders. In addition, the successful candidate will have access to first class training and development through our own Teaching School Alliance and the opportunity to network with colleagues from a range of primary schools.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Birklands, and we look forward to receiving your application.

**John Tomasevic**  
CEO of the Torch Academy Gateway Trust



## **Application Details**

Thank you for your interest in the Class Teacher vacancy at Birklands Primary School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Copestake, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [ncopestake@birklandsschool.co.uk](mailto:ncopestake@birklandsschool.co.uk) or by post, for the attention of Mr. Copestake, to the following address:

Torch Academy Gateway Trust  
The Banks  
Bingham  
Nottingham  
NG13 8BL

## **Application forms**

These can be downloaded from the school website [www.birklands.notts.sch.uk](http://www.birklands.notts.sch.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9 a.m. on the closing date of Wednesday 17 June 2015.

## **Interview:**

Interviews dates for the role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **School Visit**

If you wish to visit Birklands Primary School or discuss any aspect of this role with a senior member of the Trust team, please contact Mr. Copestake, by email:  
[ncopestake@birklandsschool.co.uk](mailto:ncopestake@birklandsschool.co.uk)

## **Safeguarding**

Birklands Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## **Job Description - Classroom Teacher**

Reports to: Head of School and Leadership Team

### **Key purpose of the job**

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

### **Responsibilities of a classroom teacher**

- Teach pupils within allocated class, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of pupils
- To register the attendance of pupils in class
- To set homework task as appropriate
- To mark pupil's work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress and participate in school meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

### **Performance Management responsibilities**

- All members of staff are required to participate fully in the school's performance management system.

### **Other professional requirements**

- 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 their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



**BIRKLANDS**  
PRIMARY SCHOOL

**Person Specification: Class Teacher**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status - Degree or equivalent.</li> <li>• Good Honours degree (First or Second Class).</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice across the primary age range.</li> <li>• Experience of teaching a wide range of abilities.</li> <li>• This role would be suitable for an NQT or an experience teacher.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Secure commitment to a clear aim and direction for the subject.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of particular needs of pupils with SEN.</li> <li>• Awareness of factors affecting language and learning across the curriculum.</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject.</li> <li>• Ability to use own initiative.</li> <li>• A commitment to the vision of the school.</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with pupils and staff.</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise achievement.</li> <li>• Outstanding communication skills.</li> <li>• Reliability and integrity.</li> <li>• A commitment to safeguarding and promoting of welfare of children issues.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute top extra-curricular activities.</li> <li>• Have vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>



## **Overview of the Trust**

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## **Overview of the School**

Birklands Primary School is situated in the centre of Market Warsop, Nottinghamshire. We are a feeder primary to Meden School, a successful secondary academy in the town.

In April 2014 we became an academy and joined the Torch Academy Gateway Trust, allowing us to benefit from the support and guidance being part of a multi-academy trust provides.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.