

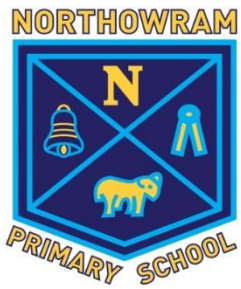


**Class Teacher with TLR
Applicant Pack**



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INSPIRING SUCCESS

BEYOND EXPECTATION

Headteacher: Mrs Jane Scardifield

January 2025

Dear Applicant,

Thank you for your interest in the full time class teacher with a TLR position in our school. We are seeking to appoint a high quality practitioner and leader with drive, enthusiasm and a real passion for primary education and leadership to complement our current dedicated team of staff on our journey to further improve standards and maintain excellence.

You will be part of our leadership team and have a key role in the day to day and strategic leadership of our school. In addition to leading on Maths or English through school, you will also make important contributions to other school development priorities. All our leaders in school have a role in the development of teaching and learning using techniques such as coaching and modelling. You will have a full time teaching commitment (in Year 5 in the first instance) with generous regular release time to support your role. We want to appoint the very best person for this role and have flexibility around whether the subject leader role is for Maths or English. Please make clear your subject specialism preference within your personal statement.

Visits to the school are warmly welcomed and encouraged to meet the headteacher and have a tour of the school. Please call the school office on 01422 202704 if you would like to book to visit our school on the following date and times:

Tuesday 21st January at 10am or 4pm

The following documents are enclosed:

- Advert
- Job Description
- Person Specification – this contains the essential and desirable criteria that the selection panel will be looking for and your application should address these accordingly

To apply for the vacancy – please complete our application form. This can be downloaded from our website: <http://northowram.calderdale.sch.uk/>

Please ensure that the application form is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy. When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

I hope that the information provided will encourage you to apply for the position of Class Teacher with TLR.

Northowram Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jane Scardifield', written in a cursive style.

Jane Scardifield
Headteacher



Northowram Primary School
Baxter Lane
Northowram
HX3 7EF
Tel: 01422 202704

**Class Teacher with TLR
Full time MPS/UPS TLR 2A - £3391 per annum**

'Inspiring success beyond expectation'

We are seeking to appoint an experienced and highly effective class teacher to commence work in Year 5 in the first instance from April 2025.

The role sits within our leadership team and attracts a TLR allowance for leading on either **Maths** or **English** across the whole school. The successful postholder will work collaboratively with the Headteacher, class teachers and all other stakeholders to ensure the teaching of Mathematics or English throughout school meets our school vision of Inspiring success beyond expectation. You will provide excellent teaching, be a role model for all staff and contribute to all areas of school life as a member of our leadership team.

We are a large two-form entry primary school with a school ethos that sets high expectations, recognises achievement and celebrates success for all our children. We are a thriving and happy school with a great team of staff and we now require an excellent teacher and leader with energy and enthusiasm to fill this teaching post.

We are looking for an individual with:

- Experience of leading whole school initiatives
- A well-developed subject specialism in Maths or English
- A thorough knowledge of current curriculum developments and national priorities
- Proven track record of excellent class teaching
- A passion for involvement in progressing our whole school vision

In return we offer:

- An ambitious, successful and vibrant workplace with great staff and children
- Children who enjoy school and have a positive attitude to their learning
- Generous investment in staff CPD to develop the quality of teaching
- Generous regular release time to support your role

We want to appoint the very best person for this role and have flexibility around whether the subject leader role is for Maths or English. Please make clear your subject specialism preference within your personal statement.

Northowram School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website www.calderdale.gov.uk or from our website <https://northowram.calderdale.sch.uk/>

Visits to the school are warmly welcomed and can be arranged by telephoning our school office on (01422) 202704 or by e-mail: admin@northowram.calderdale.sch.uk

Please return your application form via e-mail: recruitment@northowram.calderdale.sch.uk or alternatively post it to the school. **The closing date is 9am on Monday 27th January.** Late applications and CV's will not be accepted.

How to Apply

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Timeline

Completed applications should be returned (via e-mail or hard copy) no later than 9am on Monday 27th January.

Interviews will take place on Monday 3rd and Tuesday 4th February.

Please e-mail your completed application (subject heading: "Confidential – Class Teacher with TLR" to:

recruitment@northowram.calderdale.sch.uk

Applications will also be accepted by post. If applying by post, please mark the envelope "Confidential – Class Teacher with TLR" and return to: Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

Communication

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

Acknowledgement of receipt of applications

We do not acknowledge receipt of paper applications. Applications submitted on line will however, receive an acknowledgement upon request.

Shortlisted Candidates

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

Northowram Primary School

Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

Northowram Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

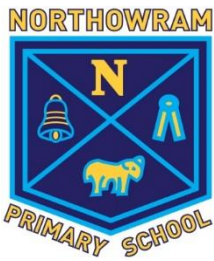
For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.



Job Description

Class Teacher with TLR

Whole school area of accountability & Grade:

Standard national scale in line with the current *School Teachers' Pay and Conditions* document plus the appropriate TLR2A payment

Responsible to:

The headteachers, members of senior leadership team (SLT) and the governing body

Main purpose of the job:

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher and/or deputy headteacher
- Maintain exemplary teaching which is reflected in classroom environment, pupil behaviour, pupil progress and pupil workbooks (Year 5 in the first instance)
- Have an impact on educational progress beyond your assigned pupils by leading on English or Maths across the whole school (Nursery – Year 6)
- To undertake and lead projects linked to school development planning as required

Duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2A for leading the development of Maths or English across the whole school and leading on a range of school improvement projects.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan
- Ensure policies are translated into practice by the team
- Lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- Be a proactive and effective member of the senior Leadership Team
- Be an effective role model for all staff in terms of teaching, behaviour, classroom environment and classroom management
- To attend leadership meetings and strategic days
- To undertake regular leadership lunchtime duties
- To lead regular assemblies

Teaching and learning responsibility

- Lead Maths or English across the whole school
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Coach and model techniques for other colleagues in any key stage to develop teaching and learning

Monitoring and assessment

- Together with the Senior Leadership Team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Take a lead role in identifying group and/or individual training needs and provide support and professional development for colleagues within your area of responsibility
- Act as a role model, mentor or coach to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher and/or deputy headteacher
- To undertake and lead projects linked to school development planning as required as directed

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



Person Specification

Class Teacher with TLR Responsibility for Maths or English

This person specification details the experience, qualifications, skills, specialist knowledge and personal attributes for this post.

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience in the primary age range of three years or more including a proven track record of good and outstanding practice • Experience of making a significant contribution to whole school development priorities • Sustained experience of successful subject management or other leadership projects/roles • Proven track record of successful inclusive practice 	<ul style="list-style-type: none"> • Experience of teaching Math or English in a variety of year groups across the primary age range • Experience of auditing and action planning • Experience of undertaking monitoring, including work scrutinies • Experience in planning and delivering training for staff • Experience of supporting and coaching teachers to improve their practice. 	Application Interview
QUALIFICATIONS, EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree • Additional CPD linked to Maths or English • Up to date knowledge of safeguarding responsibilities and practices 	<ul style="list-style-type: none"> • Higher degree or other relevant qualifications • Additional leadership training (E.g. NPQ) • Training on coaching models • Training on inclusive practice and behaviour 	Application Interview
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Up to date knowledge and experience of assessment and analysis of data • Thorough knowledge of best practice models for teaching and learning in Maths or English based on evidence informed research • Ability to plan lessons effectively in the light of formative assessment and ability to give high quality feedback on learning • Knowledge of national and local priorities for the development of Maths or English • Excellent communication skills 	<ul style="list-style-type: none"> • Evidence of successful innovative Maths or English curriculum development in current post • Knowledge of specific barriers to learning which may affect children’s progress in e.g. dyscalculia or dyslexia and how these can be successfully overcome • Wider knowledge of innovative approaches to teaching, learning and wellbeing (E.g. therapeutic classrooms) 	Application Interview

	<ul style="list-style-type: none"> • Ability to use innovative approaches to classroom design and layout to support pupil progress and wellbeing 		
DISPOSITION AND ATTITUDE	<ul style="list-style-type: none"> • Commitment to promoting diversity, equity and inclusion • Energetic and confident approach to all areas of school life • Clarity of vision for school improvement • Ability to take initiative and to solve problems • Commitment to following school safeguarding procedures • Proactive in supporting parental involvement in school • Proven track record of good and productive relationships with a range of colleagues • Optimistic and resilient 		Application Interview
CIRCUMSTANCES	<ul style="list-style-type: none"> • Be able to attend leadership meetings and additional meetings as appropriate • Have effective methods for managing own well-being and workload in response to the challenges of the role • Willingness to support PTFA and other fundraising and community events 		Application Interview

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