



Job Application Pack



KS1 Class Teacher

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| Academy: | Mount Hawke Academy |
| Salary: | MP1-MP6 |
| Contract Details: | Permanent |
| | Part-Time (2 days) |
| Close Date: | Thursday 29 th June 2017 |
| Start Date: | September 2017 |



Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, comprising of a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports 21 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

Health & Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Childcare Voucher Scheme
- Bike to Work Scheme
- Continued Professional Development

Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

How to Apply

Application forms can be accessed through www.aspireacademytrust.org or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to jobs@aspireacademytrust.org or returned via post to:

- Unit 11
St Austell Business Park
Carclaze
St Austell
PL25 4FD

Please note that we do not accept CVs.

Interview

The interview date for the role is Thursday 6th July 2017. If you have not heard from us within 1 week of the closing date, please assume that, on this occasion, your application has not been successful.

References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

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| Job Title: | Class Teacher |
| Responsible to: | Head of School, Executive Principal and Hub Council |
| Direct supervisory responsibility: | The post holder may be responsible for the deployment and supervision of the work of teaching assistants, higher level teaching assistants and volunteers relevant to their responsibilities. |
| Indirect supervisory responsibility: | None |
| Important Functional Relationships: | Pupils, Parents, Support staff, and other Aspire colleagues. |

Main Purpose of job:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Main Duties and Responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the performance management process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach;
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate;
- Be accountable for the attainment, progress and outcomes of pupils you teach;
- Be aware of pupils' capabilities and their prior knowledge - plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn;
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject);
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics;
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment;
- Make accurate and productive use of assessment to secure pupils' progress;
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study;
- Use relevant data to monitor progress, set targets, and plan subsequent lessons;
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate;
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, and responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management review.

General/Other:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

Date prepared: April 2017

Job description prepared by: The Aspire Academy Trust

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust

PERSON SPECIFICATION

Job Title: Class Teacher

Person specification prepared by: Aspire Academy Trust Date: April 2017

| Attributes | Essential | Desirable | Identified |
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| Relevant Experience | Teaching experience with the age range and/or subject(s) applying for. | | Application Form Interview |
| Qualifications | Qualified teacher status or recognised equivalent. | | Application Form |
| Special Knowledge & Skills | <p>Create a stimulating and safe learning environment.</p> <p>Establish and maintain a purposeful working atmosphere.</p> <p>Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.</p> <p>Assess and record the progress of pupils' learning to inform next steps and monitor progress.</p> <p>Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.</p> <p>Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.</p> | Knowledge of issues relevant to education and child development. | Application Form Interview |
| Attributes | Essential | Desirable | Identified |
| | <p>Encourage children in developing self-esteem and respect for others.</p> <p>Deploy a wide range of effective behaviour management strategies, successfully.</p> <p>Communicate to a range of audiences (verbal, written, using ICT as appropriate).</p> <p>Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.</p> | | |
| Additional Factors | Able to prioritise between different demands. | Able to work without supervision. | Application Form Interview |

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| | <p>Ability to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>Demonstrate a commitment of relating positively to and showing respect for all members of the school and wider community.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> | | |
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Special Conditions related to the post

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.