

Carlton Hill Primary School

Sussex Street
Brighton BN2 9HS



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Website: www.carltonhill.brighton-hove.sch.uk

Head Teacher: Tamsen Beer

20th March 2020

Upper KS2 Class Teacher recruitment

Dear Candidate,

Thank you for showing an interest in teaching at Carlton Hill Primary School. I have pleasure in sending you further information about this vacancy. The application form is available from the School Office, or via the Brighton & Hove City Council's website under School Vacancies. Please note that this is a permanent Upper KS2 Teaching post, expected to be in Year 5 or Year 6 from September 2020.

We are a popular, warm and vibrant city centre, one-form entry school. We are located in the heart of Brighton and have award winning school grounds. We have a diverse and multi-cultural school community and we encourage our pupils to respect one another and to value everyone's unique contributions to our school. We are proud that our pupils are happy, confident and kind.

Carlton Hill has a dedicated and skilled staff team with a positive and inclusive ethos. We believe in investing in our new staff and offer a comprehensive induction programme. We are part of Brighton City Partnership for Education, as well as the South Coast Teaching Alliance. Both partnerships are made up of different groups of schools across the City, working together to improve teaching and learning and to provide an exciting range of training opportunities for staff. Our school also benefits from supportive and involved parents and governors.

Carlton Hill is an established 'Talk for Writing' school. This approach enables children to imitate the key language they need for a particular topic orally, before they try reading, writing and analysing it. We are in our second year of working on Mastery in Maths which also means acquiring a deep, long-term, secure and adaptable understanding of the subject. The wider curriculum is at the forefront of our staff training and development. Through half termly curriculum subject foci (Science, History, Geography and Art), we encourage our children to be excited by learning, to take a risk and not to give up.

We believe that: *"Fair means that everyone gets what they need, not that everyone gets the same."* To this end, we tailor our teaching to extend or support different pupils; we offer learning mentors for nurture time; we liaise with outside agencies to provide specialist support. We are proud of our commitment to inclusion and have a good reputation for supporting children with SEND, as well as managing some children with challenging behaviour. We strive to work closely with our families to offer the best support for them and their children.

Hopefully this introduction gives you a flavour of our school, but we would still highly recommend a visit and suggest that you look at our school website. You are encouraged have a phone conversation with myself if you are unable to visit.

I hope to hear from you.

With warm wishes,

Tamsen Beer



POST DETAILS PACK

The Governors of Carlton Hill Primary School
are looking to appoint a



Class Teacher for Upper KS2 **(Permanent Full-Time post)** **Teachers Main Scale / Upper Pay Scale**

The successful candidate will have:

- Qualified Teacher status
- A strong commitment to working in partnership with pupils, staff, parents and the community, in a culturally diverse setting
- Excellent teaching skills and high expectations of all pupils' achievement
- The motivation and creativity to deliver a rich and rounded curriculum
- A commitment to inclusion of all pupils
- Positive behaviour management skills
- Excellent interpersonal and communication skills
- Enthusiasm, positive energy and a good sense of humour
- A good understanding of the Upper KS2 phase

In return the successful candidate will receive:

- A warm welcome from a professional, highly skilled staff team
- Effective tailored induction with ongoing professional development
- Support from a forward thinking and motivated Senior Leadership Team
- Experience of teaching in a vibrant, multicultural, inner-city school
- Job satisfaction from working with enthusiastic and engaging children
- Strength from being part of a thriving Partnership of schools

Carlton Hill Primary School is part of the Brighton City Partnership for Education (BCPfe) and also the South Coast Teaching School Alliance (SCTSA) who work in close collaboration to improve teaching and learning in our schools.

Carlton Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced Disclosure and Barring Service check.

Brighton & Hove Schools - Taking Action for Equality

Advert date: Fri 20th March 2020

Closing date for applications: Midnight Monday 20th April 2020

Candidates invited to interview: Wed 22nd April 2020

Interviews: Monday 27th April and Tuesday 28th April 2020

Start date: 1st September 2020

Further details and application forms are available from the school: admin@carltonhill.brighton-hove.sch.uk or tel: 01273-604966. Applications can be submitted online through the Council's recruitment system, or sent directly to the school office by e-mail.

Visits are strongly encouraged. Please let the school office know if you would like to visit: 01273–604966.

There are five opportunities for this on:

Tuesday 24th March 11am-12noon

Thursday 26th March 3.30 – 4.30pm

Friday 27th March 9.45 – 10.45am

Tuesday 31st March 9.30-10.30

Thursday 2nd April 3.45-4.45pm

If you are unable to visit then you are welcome to ring the Headteacher for a conversation.

Job Description for the post of

Upper KS2 Class Teacher

Carlton Hill Primary School

Main Purposes of the job:

To be an excellent Class Teacher and effective member of the staff team. To ensure that all children at Carlton Hill Primary School receive a vibrant and relevant education, enabling them to achieve to the highest possible standard.

To carry out duties set out in the School Teachers' Pay and Conditions Document.

Principal Accountabilities:

1. Strategic direction and development

- 1.1 To work in partnership with the Senior Leadership Team and the Governors, in consultation with other interested parties, to work towards the vision and aims of the school.
- 1.2 To support the Senior Leadership Team in maintaining the community ethos of the school.

2. Teaching and Learning

- 2.1 To work in partnership with the Senior Leadership Team to monitor, evaluate and ensure an appropriate curriculum relevant to the needs and abilities of pupils in the class.
- 2.2 To work in partnership with the Senior Leadership Team to promote and develop strategies for ensuring equal opportunities and inclusion for all members of the school community.
- 2.3 To plan, teach and assess all National Curriculum subjects at a level appropriate to KS2 pupils, differentiating for a wide range of abilities.
- 2.4 To work with the Senior Leadership Team to set challenging targets for improvement based on the analysis of data.
- 2.5 To work in partnership with the Senior Leadership Team and other staff on any new initiatives or projects, including cross-partnership and cross-LA projects related to improving teaching and learning.

3. Leading and managing staff

- 3.1 Be a critical friend to staff, ensuring a listening ear, approachable manner and professional advice.
- 3.2 To demonstrate exemplary classroom practice, and the ability to improve standards of achievement and behaviour.

4. **Deployment of resources**

- 4.1 In collaboration with the Senior Leadership Team, to manage and organise classroom accommodation and other available resources efficiently
- 4.2 To contribute to the School Improvement and Development Plan by developing Action Plans and Budget Bids for curriculum areas, as relevant.

(NB IF THE SUCCESSFUL CANDIDATE IS AN NQT THIS IS AMENDED TO: To complete a successful NQT Induction year, with a view to taking on the leadership of a curriculum area in the following year).

5. **Accountability**

- 5.1 Present the school's vision, aims, performance and goals in a manner appropriate to a range of audiences including governors, pupils, parents, the LEA, the community, outside agencies and OFSTED to enable them to work in partnership with the school.
- 5.2 Ensure the parents and pupils are well-informed about the curriculum, attainment and progress of pupils and about the contribution they can make to the school's success.
- 5.3 To be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.
- 5.4 To be aware of and comply with Safeguarding and Child Protection policies and procedures.

Carlton Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS disclosure clearance is required for this post. If relevant to the post, staff members will be asked to undertake additional checks as part of the Disqualification under the Childcare Act 2006 regulations.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Class Teacher KS2 - Carlton Hill Primary School
Person Specification

ESSENTIAL CRITERIA

Qualifications and Experience

1. Qualified Teacher Status
2. Evidence of successful Primary practice and a strong understanding of the curriculum in Upper Key Stage 2 phase.
3. Evidence of recent, appropriate professional development.

Knowledge, Skills and Attributes

4. Ability to plan and deliver engaging lessons that raise standards of achievement and ensure pupil progress.
5. Rigorous monitoring of pupils' progress through formative and summative assessment, to include encouraging pupils to take ownership of their own learning and progress.
6. Demonstrate a range of creative teaching strategies, including a stimulating and interactive learning environment.
7. Demonstrate successful and organised classroom management, including day-to-day co-ordination of class-based support staff and volunteers.
8. A clear understanding of how children learn and the ability to cater for diverse needs and differentiate accordingly.
9. Knowledge and skill in using ICT across the curriculum, including up-to-date data handling, word-processing and presentation packages.
10. Demonstrate emotional resilience in working with pupils with challenging behaviour.
11. Experience of providing support and pastoral care mechanisms for pupils.
12. Commitment to inclusive provision for SEND and the celebration of diversity.
13. The ability to communicate with a wide range of audiences, including pupils, Governors, staff, families and the community.
14. A commitment to develop warm and mutually respectful relationships with the whole school community
15. The ability to work independently and as part of a team
16. To be reflective, manage a demanding workload positively and strive for continued personal development.

<u>Safeguarding Children and Equalities</u>	
17.	Demonstrate a good understanding of current Safeguarding and Child Protection policies and procedures.
18.	Demonstrate an understanding of forming and maintaining appropriate relationships and personal boundaries with children.
19.	To be able to demonstrate a commitment to the principles of Equalities and the celebration and promotion of diversity and to be able to carry out duties in accordance with the Council's Equalities Policy.

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.