



PA

Primary Advantage Federation

**Application Pack
Class Teacher**



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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for a post at one of our federated schools. I hope this pack supports you in finding out more about Primary Advantage and starting your application. We are keen to meet you and welcome visits to our schools.

Primary Advantage is a federation of eight schools within Hackney. We have four Church of England schools and four Community schools. Our schools are exciting places to work, with high expectations which promote innovation and excellence. We offer high quality professional development to help newly qualified teachers grow and develop outstanding practice. We also offer the unique opportunity to be part of a community of teachers who regularly share best practice and learn from each other. Our annual learning festivals provide fantastic opportunities for teachers to explore issues in a dynamic professional setting. Details of our 2018 festival, 'Wellness' can be found on our website, [Primary Advantage](#). This festival explored important issues of wellbeing for adults and children and a range of issues affecting mental health, other festivals have explored issues such as assessment and literacy. This year our Federation focus is on sustainability. You can also find more about "G8: The next generation" our festival of sustainability on our website.

This pack includes some background information about the federation, information about the application process and the job description.

The closing date for this application is: Tuesday 29th January 2019

Interviews for shortlisted candidates will take place on the week beginning: Monday 11th February 2019

We are looking for positive and enthusiastic, teachers who are committed to growth and development for themselves and their pupils.

You only need to complete a single application for all Primary Advantage schools. If your application is successful, we will discuss the opportunities available in our schools for your consideration. Please note, you are not required to complete a supporting statement as part of your application. Please see details on how to apply on page 4 of this pack.

More information about each school can be found on the schools' websites. If you have any questions or would like to arrange a visit, please contact Venessa Williams on 0207 254 1010 or email enquiries to recruitment@primaryadvantage.hackney.sch.uk.

Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

Kind regards,
Sian Davies
Executive Principal

Application Process

Salary: M2 - M6 (£31,211 - £40,372)

Application Closing Date: Tuesday 29th January 2019 at 12pm

Interview Date: Week beginning Monday 11th February 2019. *Please bear in mind that you can be placed in any of our eight schools for interview.*

1. Please ensure that you have read the application pack thoroughly.
2. Complete the application form; CVs will **not** be accepted. Please note, alongside your application form, you will be asked to submit a [copy of feedback from one recent formal lesson observation conducted by a senior leader](#). Without these documents, we may be unable to process your application.
3. Please specify the role you are applying for. The reference number for this application is: **PA/CT19**
4. Should you have any queries about the application process or would like to arrange a visit, please contact Venessa Williams on **02072541010 ext 6**.
5. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk
6. Candidates are advised that when completing the references section on the application form, please ensure that:
 - Your first referee must be your current, or most recent employer
 - You provide a referee who can confirm your suitability for the role.

SHORTLISTING

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to teach an activity or lesson and will be advised of the details of the lesson observation prior to interview.

As part of the interview process, you will be asked to indicate your preferences for schools and roles. Should you be successful, we will discuss vacancies and opportunities with you to ensure your appointment is successful.

Candidates must ensure that if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Following the interview, Primary Advantage will contact candidates by **Friday 15th February 2019** to confirm as to whether they have been successful or not.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.

Our Schools

We would encourage you to visit our websites to find out about individual schools, our teaching schools and the federation. The schools are well positioned in Hackney with access to a range of facilities and good transport links.



St John and St James is a one-form entry Church of England Primary School based in Hackney Central. The school is overseen by the Executive Headteacher Jenna Clark and Jo Smith the Head of School. Our school's motto is to **"Learn together, journey together, pray together."** For more information about our school, please visit our website: www.johnjames.hackney.sch.uk

Holy Trinity is a building two-form entry Church of England Primary School located in Dalston. The Headteacher is Yvonne Barnett. Our school motto is **"Every child: Empowered. Inspired. Prepared."** For more information about our school, please visit our website: www.holytrinity.hackney.sch.uk/



Springfield is a one-form entry Community Primary School located close to the borders of Hackney and Haringey. The Headteacher is Fiona Judge. **"Learn together, grow together"** is our school motto and is expressed in every aspect of our work. For more information about our school, please visit our website: www.springfield.hackney.sch.uk/

St Matthias is a one-and-a-half-form entry Church of England Primary School located in Stoke Newington. The Headteacher is Orlene Badu. Our school motto is **"Dream-Believe-Achieve."** For more information about our school, please visit our website: www.st-matthias.hackney.sch.uk/



St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Executive Headteacher is Fiona Judge and our Headteacher is Lucy Blewett. Our school motto is **"We Achieve We Believe"**. For more information about our school, please visit our website: www.st-john.hackney.sch.uk/

Morningside is two-form entry Community Primary School located in Hackney Central. The Headteacher is Janet Taylor. Our School motto is **"Achieving and Aspiring Together"**. For more information about our school, please visit our website: www.morningside.hackney.sch.uk/



Gainsborough is a three-form entry Community Primary School located in Hackney Wick. The Executive Headteacher is Jenna Clark. Our school motto is **"Learn Together."** For more information about our school, please visit our website: www.gainsborough.hackney.sch.uk/

De Beauvoir is a two-form entry Community Primary School located in Dalston. The Headteacher is Rebecca Mackenzie. Our school motto is **"We have an unwavering belief that every child has the ability to succeed."** For more information about our school, please visit our website. www.debeauvoir.hackney.sch.uk/website





Our Background

Our schools gain significant benefits from working collaboratively, we strongly believe that schools can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of a high quality education and the improvement of life chances for pupils in the community beyond that of our own schools.

Our journey started in 2000 when St John and St James CE Primary School opened as a Fresh Start School. Since then we have worked alongside many different schools in Hackney, across London and in many different parts of the country and have grown into a Federation of eight schools. We work collaboratively towards a shared vision and agreed commitments but our schools are individual, serving the needs of different communities in creative and innovative ways

Our Commitments

Every teacher is a great teacher; every school is a great school.
We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.



Expectation

We believe passionately in improving the life chances for all our pupils. We have the highest possible standards and will use our resources and expertise to unlock learning in all its facets for all our children. No barrier is too great; no learning is left behind. Skilled teachers use the most effective teaching methods to motivate learners and raise aspirations. Our schools are special places to work. We want to attract and retain staff at all levels that are willing to think flexibly, work with rigour and precision, and go the extra mile.



Partnership

We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually. We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity. We have developed approaches which we know make the most significant impact on pupil outcomes. These are well considered systems, approaches or policies which can be implemented in a range of settings with the appropriate levels of support.



Leadership

Our leadership structure aims to make the most of our shared resources, maintain high expectations and secure high standards. We build leadership sustainability by spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences. We recognise the importance of individuality, spontaneity and creativity in developing innovated services and sharing systems and procedures. We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems and procedures.



Growth

Through the work of our Teaching School we are able to offer excellent professional development for current practitioners, leaders and future recruits to the profession. Teachers have many opportunities for professional growth through our development and masters programmes. Staff, pupils and families have opportunities for growth through links with our partners, schools and a wide range of enrichment activities.



Primary Advantage Teaching Schools

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other five schools in the federation. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and beyond. We will be working closely with our strategic partners; The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage Teaching School Alliance will see all schools within the alliance achieving more together.

Teaching Schools provide opportunities for teachers across the federation to grow through:

- excellent opportunities for professional development in a unique and dynamic context;
- opportunities for collaboration and shared experiences through our teacher learning networks and learning festivals;
- career progression opportunities through a range of leadership programmes and opportunities to be recognised as Specialist Leaders of Education and Lead Practitioners.

Job Description - Class teacher

Job Title: Classroom Teacher

Key Contacts:

Internal: other Teachers within the school, Executive Principal, Headteacher & Assistant Headteacher

External: Church, Local Community, Parents & Agencies relevant to duties.

Role Summary:

1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that his/her professional duties are discharged effectively.

1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal/Headteacher and Governing Board by the Class Teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a Class Teacher.

Key Tasks and Activities:

- Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DCSF documentation (as applicable to the year group) and in accordance with school policies.
- Create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials.
- Plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- Keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- Monitor and assess own performance and take a proactive approach to professional development.
- Effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- Promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- Work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues.
- Encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- Advise other staff on teaching, practice, and to assist with inset for staff and governors when required to do so.
- Work across the federation of schools if and when required to do so.

Other Responsibilities

To undertake duties of a similar nature as may be reasonably directed by the Executive Principal/Headteacher from time to time.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Principal/Headteacher in the light of those changing requirements and in consultation with the class teacher and governing body.

Person Specification

The Classroom Teacher within a primary school teaches classes of approximately 30 children aged 5 - 11 years. To be successful in this role they must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.

Qualifications

- Degree level qualification.
- Professional Teaching Qualification e.g. QTS or PGCE
- Willingness to continue professional development.

Communication skills

- Applies effective verbal communication skills.
- Presents information and ideas clearly, by using language appropriate to the audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situation and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.

Other Skills Required for Role

- Demonstrates excellent classroom practice.
- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have a variety of needs.
- Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

Accountability/Freedom to act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behaviour in the work environment.

Leadership/Management Skills

- Ability to lead school based projects or developments.



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