



# Birchfield Community Primary School

Yeovil, Somerset



## Recruitment Pack



Reception Teacher



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Dear Applicant

Thank you for your interest in the Reception Teacher vacancy at Birchfield Community Primary School. Having arrived as an NQT @ 3 years ago the present post holder has developed an exciting career and is now moving on to work as an Early Years Leader in a new setting, therefore we are delighted to be advertising the role of a Reception Teacher.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking to recruit a new member of the team to join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk).

Best Wishes

*Richard Culham*  
HEADTEACHER



## The Vacancy

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We are looking to appoint a full time Reception Teacher. The post commences 09 April 2018.

We are seeking a teacher with a proven record of highly successful teaching. The successful candidate:-

- either has the potential to be an outstanding teacher, or already is one!
- is engaging and creative; bringing learning alive,
- is friendly and approachable,
- is a team player with good social skills and great ideas,
- promotes active parental involvement and links within the community,
- is organised, dedicated and hardworking,
- has high expectations of themselves and of children,
- has an excellent knowledge of the Primary Curriculum

In return we offer you a rapidly developing school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts subject relevant employment checks and criminal background check via the disclosure procedure.

## Selection Procedure

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- Advert placed in TES, Blue Sheet Bulletin, Somerset County Council jobsite, Dorset County Council website and school website
- Closing date for applications: 29 January 2018
- Shortlisting: 30 January 2018
- Letters sent out to successful candidates for interview (via email): 31 January 2018
- Interviews take place: w/c 05 February 2018





## Main Duties and Responsibilities (Job Description)

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The post requires you to teach pupils in the primary age range.

You are required to carry out the professional duties of a schoolteacher as set out in the current Schoolteachers Pay and Conditions Act and in particular notice should be paid to the points below.

Birchfield Primary School expects all staff to have a commitment to the Every Child Matters agenda and further to:-

- contribute to a culture of teamwork, collaboration, collegiality and shared responsibility for high standards and performance
- have a commitment to the development of themselves and others
- develop a whole school approach to planning, delivery and monitoring of the curriculum
- teach within the framework of present school policies and the National Curriculum, paying particular attention to Child Protection, Health and Safety, Equal Opportunities, Multi-Culturalism and Anti-Racism

Further details:-

1. To take responsibility for the welfare and safety of all the children in our care, but specifically those in the teacher's own class.
2. To be an effective class teacher catering for the range of needs of all the children in the class.
3. To plan and prepare long, medium and short term work as a member of a phase group team and to attend regular planning and staff meetings.
4. To plan and resource a classroom environment which will facilitate autonomous learning and enable all children to maximise their full potential.
5. To establish and maintain good relationships with colleagues, parents and children.
6. To monitor children's progress, keep meaningful records and evaluate performance in line with school policy.
7. To report to parents on their children's levels of attainment and their progress at parents' consultation meetings, and to provide an annual written report for each child.



## Main Duties and Responsibilities (Job Description) Continued...

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8. To accept responsibility with other members of staff for implementing every-day school activities in accordance with school policies, paying particular attention to the Health and Safety policy and the Child Protection Policy – copies of both are on display in the staffroom.
9. To accept responsibility for a curriculum area or an area of organisation or a combination of both within a team framework.
10. To take part in the Performance Management processes of the school.
11. To participate in meetings which relate to the curriculum, to teaching and learning, the administration and the organisation of the school.
12. To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post, taking responsibility for reviewing your own teaching effectiveness and addressing issues that may arise.

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.





## The Person

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### Qualifications

Qualified Teacher Status

Essential / Desirable

Essential

Evidence of further qualification and / or relevant studies  
eg further degree.

Desirable

### Studies and Knowledge

Essential / Desirable

An excellent teacher

Essential

Very good understanding of the EYFS and learning

Essential

Clear understanding of teaching methods suited to differing  
learning styles

Essential

Good organisational skills

Essential

Excellent understanding of National curriculum and subject  
knowledge

Essential

Good classroom control

Essential

The experience and ability to deal positively with staff,  
children and parents

Essential

The ability to teach in Key Stage 1 with passion and a  
commitment to high standards

Essential

A good understanding of child development and learning  
processes

Essential

A commitment to curriculum development and enrichment

Essential

The ability to implement assessment for learning

Essential

The ability to plan and teach lessons, ensuring high standards  
and continuity and progression

Essential

The ability and motivation to constantly improve own practice  
and knowledge through self evaluation and learning from others

Essential

Literate in ICT

Essential

Extra curricula abilities

Desirable

Knowledge of the curriculum in Key Stage 1

Desirable

Expertise in ICT

Desirable



## The Person Continued...

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### Experience

Experience of teaching primary age children Essential

Teaching experience in Key Stage 2 Desirable

### Personal attributes

### Essential / Desirable

Sense of fun Essential

Dependability Essential

Adaptability Essential

Drive Essential

Communication skills Essential

Calm under pressure Essential

Empathy Essential

Ability to prioritise Essential

Determination Essential

Sensitive to the needs of others Desirable

- 2 fully supporting references which cover the candidates' professional, personal and leadership qualities
- No convictions that impact on job
- No gaps in CV timeline

## How to Apply

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Application form to be completed and returned to the school office by 29 January 2018.



## Recruitment and Selection Policy

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### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
  - the school’s recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
  - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

### 5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## 6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on a CRB disclosure;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity
  - to complete a CRB disclosure application and receive satisfactory clearance
  - to provide actual certificates of qualifications
  - to complete a confidential health questionnaire
  - to provide proof of eligibility to live and work in the UK

## 8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).