**Application Pack**

Teacher

Our Vision:

‘Like St Augustine, we are guided by God’s ***wisdom***,

To embrace ***challenge***

And ***strive*** to achieve our best,

***Enjoy***ing all that we do together.’

Thank you for your interest in joining the team at St Augustine’s CE (VA) Junior School.

Here at St. Augustine’s, we put children’s enjoyment and achievement at the centre of everything we do. We work hard to provide a creative and engaging school curriculum, and there is always plenty going on, and much to celebrate!

The values and aims of our school are built firmly on Christian beliefs and principles, embodied not only in our heritage as a Church School but also in our everyday interactions and activities. It is through the support we give to each other that we build up respect, friendship and effective teamwork.

Our OFSTED Good rating in March 2023, which we are all extremely proud of, highlighted the fantastic efforts of all in school.

I hope you find the information in this pack useful, and if you would like further information or would like to visit the school, please feel free to contact us using the information at the end of this pack.



Mr Sam Brunt

Headteacher

We take staff wellbeing seriously at St Augustine’s. Please see our Staff Wellbeing Charter below:

**STAFF WELLBEING**

**CHARTER**

**At St Augustine’s C of E Junior School, we believe that our staff’s wellbeing comes first: happy staff means a happy learning environment for all.**

**Below is a list of some of the small things, which we believe contribute to us supporting our staff and demonstrating that their efforts and work are always valued:**

**Open Door – Senior leaders’ doors are always open for advice and to discuss any matters.**

**Mental Health First Aider – it is incredibly important to us that our staff know that there is always someone available for them to talk to.**

**Employee Assistance Programme – free access to information, support and counselling 24/7**

**Teachers’ PPA time taken at home – we believe this gives our teachers the time, space and freedom to have opportunities for family time and to do all those things that can’t be done in a working day!**

**Manageable Marking – we believe that teachers should use their time on creating fantastic lessons to meet the needs of their pupils rather than time spent marking.**

**Staff Meetings – our staff meetings are used purposefully and only for essential tasks.**

**Communication – WhatsApp, Google Calendar and email are used to try to keep everyone as up-to-date as possible with news and events. Staff can opt in and out of these notifications whenever they please, with no expectation of out of hours responses.**

**Duties – responsibility for duties is shared equally, as much as possible, to limit additional staff workload.**

**Free Lunch – on the day when you take your lunch in the hall**

**Free Refreshments – school pays for all tea/coffee/milk for staff.**

**End of Term Breakfast – at the end of each term breakfast is provided for our staff to enjoy.**

**Social Gatherings – regular meet-ups are encouraged for staff to sit, relax and unwind.**

**Duvet Days – we offer all of our staff the opportunity to have a whole school day off per year, no questions asked!**

**Residential Reward – in recognition of the free time given up to attend the residential trips we reward each member of staff either a ½ day (2-3 nights away) or a whole day (4+ nights away) off.**

**Sunshine Raffle – staff can nominate each other in recognition of ‘spreading some sunshine’ to then go into a termly raffle to win an Amazon voucher.**

St Augustine’s CE (VA) Junior School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

**Salary:** Negotiable depending on candidate’s experience

**Contract type:** Negotiable dependent on candidate’s circumstances

**Reporting to:** Headteacher

**Subject Leadership:** Negotiable based on candidate’s experience

**Closing date for applications:** 12pm on Friday 9th Feb 2024

**Interviews to be held:** Wednesday 14th Feb 2024

**Start date:** Negotiable dependent on candidate’s circumstances

# Main purpose

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards

# Duties and responsibilities

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline**

* Promote the safety and wellbeing of pupils and staff
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with pupils, parents/carers, relevant staff and governors

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person specification

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications  and experience** | * Qualified teacher status * Degree or equivalent * Successful primary teaching experience * Experience of leading a subject |
| **Skills and knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * A sense of humour and ability to work well within a team * A willingness to learn as well as share expertise |

**Notes to Applicants**

For this post a school’s application form is required to be submitted. Applications will only be accepted from applicants completing the application form in full. We do not accept CV’s in support of an application.

**Interviews will be offered to those applicants who best demonstrate**:

* How skills, abilities and experience match the person specification, taking into consideration the job description;
* Evidence of your commitment to the needs of the role in the school.

If possible, we encourage you to visit the school in advance of applying.

**The interview may involve a range of activities including**:

* Formal observation
* Pupil Panel
* Presentation
* Panel Interview

Please visit our school website or the school in person for more information.

Completed applications should be emailed to [sboyer@staugustinesjunior.net](mailto:office@st-augustines.peterborough.sch.uk)

This post is exempt from the Rehabilitation of Offenders act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

Thank you for your interest in this post.

[

Internal use only

Reference no:

Date received:

# Employment Application Form: Teacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy job title: | Teacher |

## Part 1: Information for Shortlisting and Interviewing

Initials: Surname or Family Name:

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

1. Current/Most Recent Employment: If Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of school: |  |
| Type of school: | Boys:  Girls:  Mixed:  Age range: Number on Roll: |
| Type of school:  (E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.) |  |
| Job title:  Please enclose a copy of the job description |  |
| Subjects/age groups taught: |  |
| Date appointed to this post: |  |
| Salary: |  |
| Date available to begin new job: |  |

1. Current/Most Recent Employment: If Non-Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of employer: |  |
| Job title:  Please enclose a copy of the job description |  |
| Date appointed to this post: |  |
| Salary: |  |
| Date available to begin new job: |  |

1. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title or position | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | | Reason for leaving |
| From | To |
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Please enclose a continuation sheet if necessary.

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Examination passed (i.e. A-Level, GCSE), subject and grade |
|  |  |  |  |

1. Higher Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of university, college and/or university education department | Dates | | Full or part-time | Courses/subjects taken and passed | Date of examination and qualifications obtained | Age groups for which trained |
| From | To |
|  |  |  |  |  |  |  |

1. Professional Courses Attended as a Teacher

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |

1. Other Relevant Experience, Interests and Skills

|  |
| --- |
|  |

1. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes:  No:

Second Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Address and postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

I consent to this reference being requested before interview.

Yes:  No:

Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate.
* Details of the applicant’s current post and salary.
* Performance history.
* All formal time-limited capability warnings which have not passed the expiration date.
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

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## Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| Surname or family name: |  |
| Previous surname(s) |  |
| All forenames: |  |
| Title: |  |
| Current address: |  |
| Postcode: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| National insurance number |  |
| Email address: |  |
| DfE reference number: |  |
| Do you have a current full clean driving licence? Only applicable for posts that require driving | Yes:  No:  N/A: |
| Do you require sponsorship (previously a work permit)? | Yes:  No:  If YES please provide details under separate cover. |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

1. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

1. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our [Privacy Notice] and [Data Retention Policy] which can be found on our [website].

The person responsible for Data Protection in our organisation is [name of Data Protection Officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [name, email/contact number].

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/) .

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

1. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Print name: |  |
| Date: |  |

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Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR) as outlined in section 13.

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |  |
| --- | --- | --- |
| Sexual orientation | Please  tick | |
| Bi-sexual | |  | |
| Gay man | |  | |
| Gay woman | |  | |
| Heterosexual | |  | |
| Other | |  | |
| Prefer not to say | |  | |

|  |  |
| --- | --- |
| Gender | Please  tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please  tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Please write in the box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability  Do you consider that you have a disability? | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long-standing illness |  |
| Other |  |
| Prefer not to say |  |