



Grove School

Unqualified teacher vacancy

Candidate Information June 2018

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
Tel: 0121 464 4669
Email: p.matty@grove.bham.sch.uk

Dear Applicant,

13.6.18

Thank you for requesting information about the permanent unqualified teacher position at Grove School. Enclosed is a booklet with information about teaching opportunities at Grove School.

Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extra curricular activities offered beyond the school day. Our vision is that all our children will achieve their highest potential whilst with us in school, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together in school as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as an unqualified teacher in our team at Grove, we would offer you:

- a creative working environment with experienced staff and excellent learning spaces both indoors and outdoors;
- an opportunity to work with a skilled team of teachers and leaders;
- opportunities to engage in high quality professional development to extend your teaching skills;
- support from teachers, senior leaders and the governors of our school;
- opportunities to work with networks of schools/ organisations locally and nationally.

We are interested in finding out what subject specialism you would wish to offer to the school.

I look forward to receiving your application.

Informal visits to the school are welcome on Thursday 21st June at 9.00am or 4.30pm.

If you would like to book a visit to the school, please email Michelle Murphy at m.murphy@grove.bham.sch.uk

The closing date for applications is: Wednesday 27th June 2018 at 12pm.

Interviews will be held on Friday 6th July 2018.

Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicant(s) will need to provide evidence of their identity and Right to Work in the UK. An enhanced DBS check is required for all successful applicant(s).

Yours sincerely,

P Matty
Head teacher

Enclosed

1. Job Description
2. Person Specification



GROVE SCHOOL

Job Description

Unqualified teacher

General

- 1.1 The post calls for an unqualified teacher with a lively, enthusiastic approach to teaching, who will enjoy working in a forward thinking environment with a multi-cultural community of children and will develop, teach and assess a curriculum appropriate to meet their needs.
- 1.2 Commitment to the school and the community is essential. This will involve positive support of the school and children inside and outside school hours.
- 1.3 A high standard of teaching will be expected. This will include:
 - high quality of planning, delivery and marking of work;
 - assessment, recording and reporting on pupil attainment;
 - communicating with parents as required;
 - reviewing and auditing performance;
 - high quality display of children's work inside and outside the classroom;
 - maintaining excellent discipline and pastoral care of pupils.
- 1.4 Leadership qualities and initiative will be encouraged in working with staff and children.
- 1.5 A high standard of professionalism will be required.
- 1.6 To work and co-operate as part of a team, to agreed objectives.
- 1.7 Commitment to implementation of school policies and routines is essential.
- 1.8 Preparedness to support staff in positive and constructive ways will be essential.
- 1.9 Unqualified teachers are encouraged to involve themselves in supporting children out of school hours. This is seen as an important optional way of helping develop the whole school community.

- 1.10 An interest in professional self-development will be encouraged. The school is seen as a valuable training ground for future career development.
- 1.11 There may be, from time to time, additional duties as required by the Headteacher (by negotiation with Head and Governors, if necessary at any time in the future).

Specific

- 2.1 All staff at Grove are expected to work mutually in helping manage the school – supporting colleagues with discipline, day-to-day administration, where appropriate, observing, analysing and participating in school life.

Specific: Curriculum

- 3.1 This post requires good subject knowledge and a commitment to developing own knowledge in core and foundation subjects at primary level.
- 3.2 This post will require the unqualified teacher to work collaboratively with teachers under their direct supervision.
- 3.3 This post will require the post- holder to work collaboratively with teachers to assess pupil progress, record and report levels and set relevant targets.

I understand that all school policies in the staff are available on the school intranet and it is my responsibility to familiarise myself with these policies.

Signed: Postholder.....Print name

.....Head teacher

..... Date

Unqualified Teacher Person Specification **PERSON SPECIFICATION:**

	ESSENTIAL	METHOD OF ASSESSMENT				
		AF	L	O	I	R
Qualifications	A good degree in a related subject, or equivalent	✓				
Experience	Experience of working with children is essential	✓	✓		✓	
Professional Knowledge and Understanding	At an appropriate level:					
	Have a knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them.	✓	✓	✓	✓	✓
	Have knowledge of how to personalise learning and provide opportunities for all learners to achieve their potential.	✓	✓	✓	✓	✓
	Have knowledge of the assessment requirements for the primary school key stages.	✓	✓		✓	✓
	Have a secure knowledge and understanding of the curriculum areas and related pedagogy to enable effective teaching across the age and ability range.	✓	✓	✓	✓	✓
	Know how to use local and national statistical information to evaluate the effectiveness of their teaching, to monitor progress and raise attainment.	✓	✓		✓	✓
	Know the legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of young people.	✓	✓		✓	✓
	Demonstrate awareness and understanding of the implication of equality, inclusion and multi-cultural education.	✓	✓	✓	✓	✓
	Understand how students with special educational needs may be integrated in to the classroom.	✓	✓	✓	✓	✓
	ESSENTIAL	AF	L	O	I	R
Professional Skills	At an appropriate level:					
	Able to plan for progression across the age and ability range, designing effective learning sequences, demonstrating secure subject/curriculum knowledge.	✓	✓	✓	✓	✓
	Able to use a range of teaching and learning strategies and resources, including e-learning	✓	✓	✓	✓	✓
	A confident and competent user of ICT.	✓	✓	✓		
	Able to make effective use of a range of assessment, monitoring and recording strategies to assess learning needs and set challenging learning objectives and raise standards.	✓	✓		✓	
	Able to provide timely, accurate and constructive feedback on attainment, progress and areas for development	✓	✓		✓	✓

	Demonstrate the ability to work independently and collaboratively as a member of a team, sharing and developing effective practice.		✓	✓	✓	✓
Professional Attributes	At an appropriate level:					
	Be aware of the professional duties of teachers and the statutory framework within which they work.	✓	✓		✓	
	Have high expectations of students including a commitment to ensuring that they can achieve their full potential and to establishing fair, respectful, trusting, supportive, and constructive relationships with them.	✓	✓	✓	✓	✓
	Be aware of the policies and practices of the school and share in the collective responsibility for their implementation.	✓	✓		✓	
	Able to communicate effectively, both orally and in writing with pupils, colleagues, parents, carers, Governors, external agencies.	✓	✓	✓	✓	
	Have a commitment to collaboration and co-operative working.	✓	✓		✓	✓
	Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓	✓	✓	✓	✓
	Evidence of continuous INSET/training and commitment to continuing and further professional development	✓	✓		✓	✓
	Demonstrate ability to act upon advice and feedback and be open to coaching and mentoring.	✓	✓	✓	✓	
	ESSENTIAL	AF	L	O	I	R
Personal Characteristics						
	Be creative in problem solving together with a willingness to take on or try new approaches and ideas.	✓	✓	✓	✓	
	Demonstrate reliability and integrity.	✓	✓		✓	✓
	Have good personal organisation.	✓	✓	✓	✓	✓
Contra Indications	Criminal Convictions involving offences against children	✓			✓	✓

Method of assessment (MoA)

AF = Application Form

L = Letter

O = Observation I = Interview

R= Reference

Submitting your application

To accompany your application form, write a letter which describes your experience and qualifications to date and how this has prepared you for this position. Governors will be looking for evidence of relevant experience and understanding.