



## Primary Advantage Federation

Application Pack for  
KS2 Class Teacher (Fixed Term)

PRIMARY  
ADVANTAGE  
SCHOOLS ACHIEVING  
MORE TOGETHER



Holy Trinity is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome application for all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

## Contents

Welcome	3
Our Background	4
Our Mission	5
Working in Partnership	6
Teaching Schools	8
Job Description	9
Person Specification	12
Application Process	14



## Welcome

Dear Applicant,

Thank you for your interest in applying for the roles of KS2 class teacher at Holy Trinity CE Primary School. We are one of eight primary schools in Hackney who make up the Primary Advantage Federation. I hope this pack assists you in finding out more about us. The pack includes some background information about our school, the Primary Advantage Federation, information about the application process and the job description.

**The closing date for this application is: Thursday 10th December 2020 at 12pm**

**The interview date for shortlisted candidates is: Monday 14th December 2020**

Holy Trinity is a good two form entry primary school located in the heart of Dalston, with excellent transport links nearby connecting to all major tube lines. We serve a vibrant and diverse community, where excellent relationships promote an inclusive, warm and secure environment where children feel safe and valued.

We are looking for an inspirational, energetic and outstanding teacher with knowledge and vision to build on the schools success. If you are committed and driven by a passion for making learning fun, exciting, yet challenging, we would love to meet you.

Please note that this is a fixed term post from January till August, however there is potential for the post to be extended.

More information about our school can be found on our website. We are hosting visits on Thursday 3rd December and Thursday 10th December between 6-6:30pm on both days. If you have any questions or would like to visit the school please contact Venessa Williams on 02002072541010. Please send completed application forms to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

If you are ambitious and eager to teach we would like to meet you.

Kind regards,

Catherine Thomas

Interim Head Teacher

Salary: M2 – M6 (£33,658-£42,624)

Application Closing Date: Thursday 10th December at 12pm

Interview Date: Monday 14th December 2020

1. Please read the application pack carefully. This pack contains the job description for expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the personal specification when writing your personal supporting statement.
4. If you wish to visit, please contact the school office on 02072541010 to organise a visit either on Thursday 3rd December or Thursday 10th December between 6-6:30pm.
5. Should you have any queries about the application process please contact Venessa Williams on 02072541010
6. Completed applications should be sent by email to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

### 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.

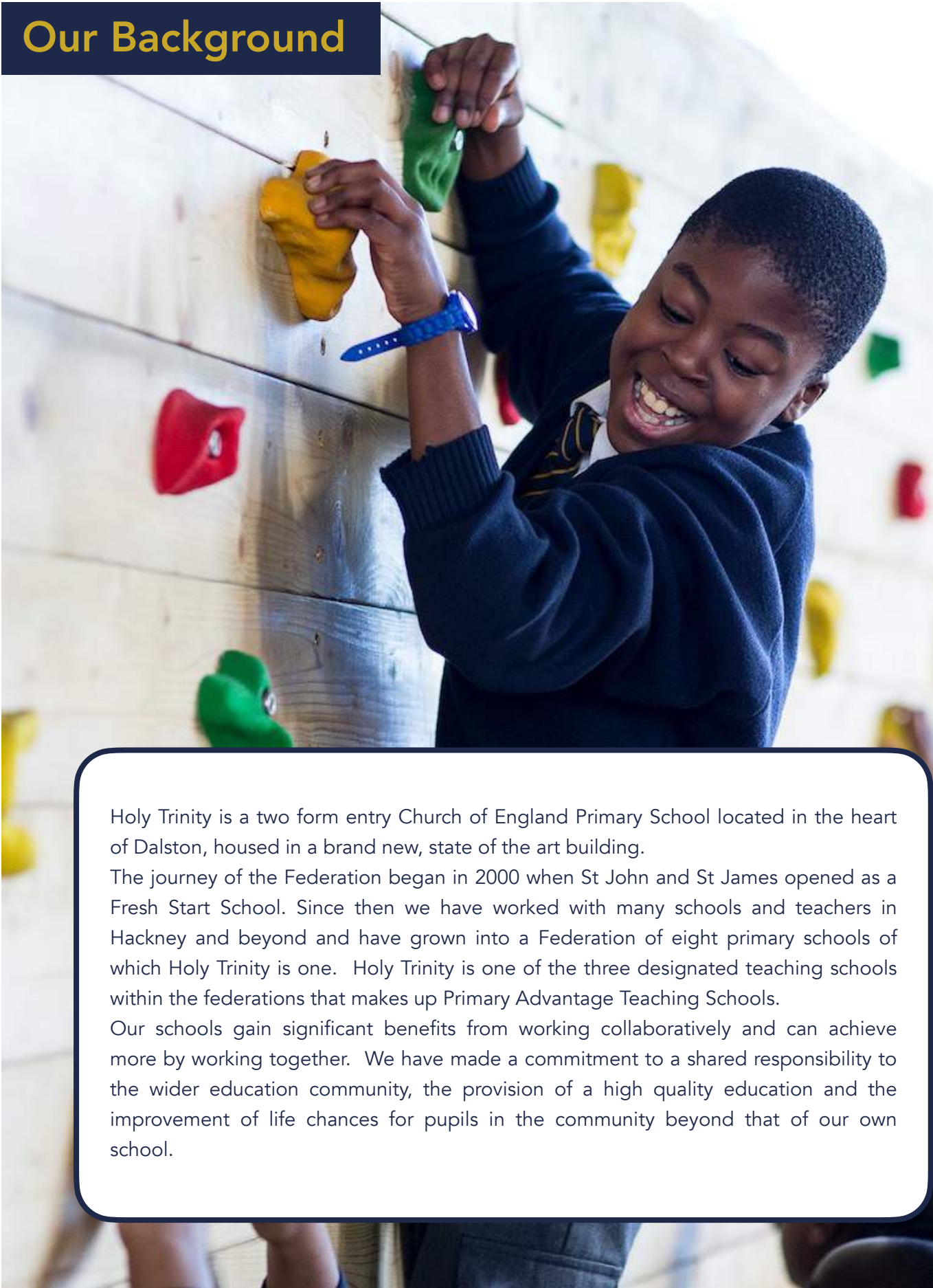
Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality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

### 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 Background

A young boy with dark skin and short hair is climbing a wooden wall. He is wearing a dark blue school sweater over a white shirt and a striped tie. He has a blue wristband on his left wrist. He is smiling and looking down at his hands as he grips a yellow handhold. The wall is made of light-colored wood and has several other colorful handholds (red, green, yellow) attached to it. The background is slightly blurred, showing more of the wall and other handholds.

Holy Trinity is a two form entry Church of England Primary School located in the heart of Dalston, housed in a brand new, state of the art building.

The journey of the Federation began in 2000 when St John and St James opened as a Fresh Start School. Since then we have worked with many schools and teachers in Hackney and beyond and have grown into a Federation of eight primary schools of which Holy Trinity is one. Holy Trinity is one of the three designated teaching schools within the federations that makes up Primary Advantage Teaching Schools.

Our schools gain significant benefits from working collaboratively and 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 school.



Holy Trinity provides a safe and happy learning environment where all learners are inspired, empowered and prepared. We believe that everyone in the school community is responsible for instilling in our children the values what will prepare them in every way to become confident and responsible members of society.

Our vision is to inspire a future and a world, learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our learning environments seek to foster these values; that they might be a light to shine before others; inspiring a community of learners and give glory to God.

We aspire to be a confident community who can nurture individuals' gifts with respect and compassion. Where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity whilst holding to the wisdom that endures.

*"You are the light of the world. A city on a hill cannot be hid. No one after lighting a lamp puts it under a basket, but on the lamp stand, and it gives light to all. In the same way, let your light shine before others, so that they may see you good works and give glory your father in heaven."*

Matthew 5:14-16\*

\* A condensed version of "Let Your Light Shine".



## About Primary Advantage



### PRIMARY ADVANTAGE FEDERATION

Holy Trinity CE Primary School is a part of the Primary Advantage Federation. We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### 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.

### PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school 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

Find out more information about Primary Advantage Federation by visiting [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)





## Job Description - Class Teacher

**Job Title:** Classroom Teacher

**Reports to:** Head Teacher, Deputy Head, Senior Leadership Team, Executive Principal & Governors

**Direct Reports:** Ancillary staff when based in their classroom

### Key Contacts

**Internal:** Other Teachers within the school, Executive Principal, Head Teacher, Deputy Head.

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

### Role Summary

- 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 their professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal/Head Teacher and governing body 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.

# Job Description - Class Teacher

- 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.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- To monitor and report the quality of pupil attainment in all subjects to the Executive Principal/ Head Teacher and governing body.
- To assist in the selection of resources for the curriculum.
- 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.
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- To 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 .
- To advise other staff including NQTs, and students on teaching practice, and to assist with inset for staff and governors when required to do so .
- To work with Hackney LEA on local and national initiatives for all subjects of the National Curriculum.
- To work across the federated schools if and when required.

## Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Executive Principal/Head Teacher 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/Head Teacher 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 4 - 11 years. To be successful in this role they must readily adapt to the 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 on a situation through positive language.
- Confident in leading staff meetings as appropriate.

## Other Skills Required for the 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 Church of England Primary Schools and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

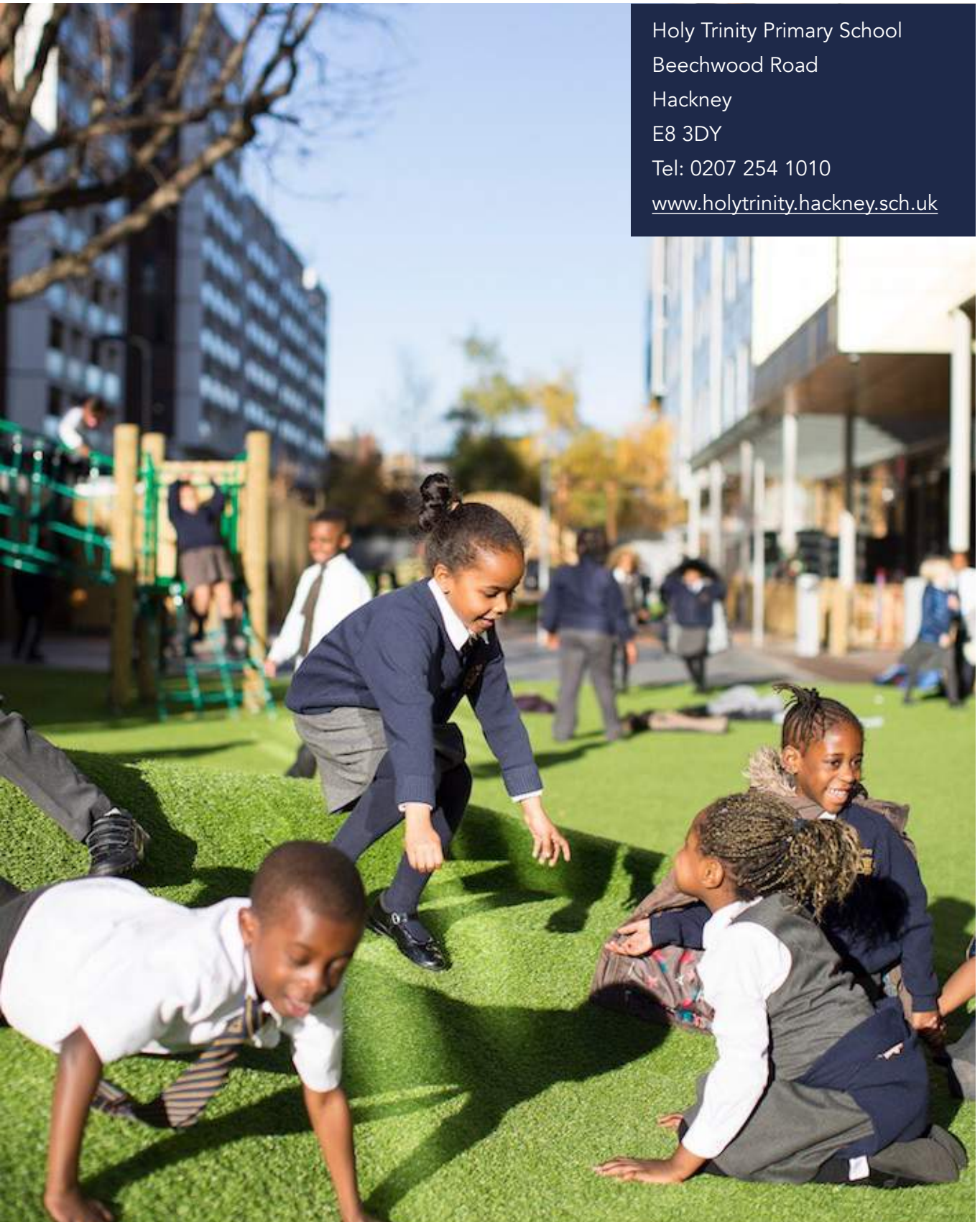
## Accountability/Freedom to Act

- 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.

Holy Trinity Primary School  
Beechwood Road  
Hackney  
E8 3DY  
Tel: 0207 254 1010  
[www.holytrinity.hackney.sch.uk](http://www.holytrinity.hackney.sch.uk)



Please click on the links below for more information about our schools

[Holy Trinity CE Primary School](#)

[St John & St James CE Primary School](#)

[Springfield Community Primary School](#)

[St Matthias CE Primary School](#)

[St John the Baptist CE Primary School](#)

[Morningside Primary School](#)

[Gainsborough Primary School](#)

[De Beauvoir Primary School](#)