



# Class Teacher Recruitment Pack

The Devonshire Hill Nursery & Primary School  
  
Successful Learners

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# Letter from the Headteacher

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Dear Applicant,

Thank you for expressing an interest in applying for the position of Class Teacher at The Devonshire Hill Nursery and Primary School. This is an exciting and unique opportunity to work in a friendly and successful school, and to make a marked contribution to help shape its future and continue building on its successes.

In line with Haringey's Safer Recruitment policy, we ask that all parts of the application form are completed, and any gaps in employment history (with dates) clearly marked within Section 3.

Note that referees will be contacted, in advance, for those applicants selected for interview. Additionally, as this position involves close work with children, an enhanced DBS will be sought.

I look forward to receiving your completed application in due course. In the meantime, please note that visits to the school are welcomed and strongly advised.

Yours sincerely,

Julie D'Abreu  
Headteacher

## About The Devonshire Hill Nursery and Primary School

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The Devonshire Hill Nursery and Primary School is a Haringey Council Community School, with children aged from 2 to 11, situated in Tottenham. The majority of our families live locally to the school, many in the White Hart Lane Ward. Our school is two form entry from Reception to Year 6. We have a Nursery that offers part time places of 15 hours spread equally over the week of either morning or afternoon provision for children aged 2, 3 and 4.

Devonshire Hill is a successful school, attaining Ofsted Good in November 2016 and Ofsted Good in June 2014 for our Two-Year-Old Provision that opened in January 2014. The staff and Governors at our school are committed to providing the very best learning opportunities for our children in a safe, secure and friendly community environment. We provide very high quality education with a strong focus on teaching children key skills in English and maths. Alongside this we teach an exciting international themed curriculum, including many learning experiences outside of the classroom through a range of school trips and by inviting experts into school.

In addition to the statutory curriculum our children have the opportunity to learn to speak Mandarin, learn to play an instrument, learn to swim and to visit many places of interest including a residential trip to Wales.

We have a strong focus on using technology as a learning tool and the children have access to a range of technology including the use of netbooks and tablets. We have the highest expectations of all our children and we expect them to aim high and to achieve their full potential academically and with their personal social development both in and out of school. We have a strong belief in good behaviour and good manners with an emphasis on caring for each other and taking on responsibility, which is one of our 8 school House Characteristics. All staff and children from Year 1 to Year 6 are placed into one of our four 'Houses' and will be in friendly competition each week to score individual and team House points!

We want all our children to go onto secondary school ready to further develop their lifelong love of learning, with a solid foundation in the core skills enabling them to build upon these skills, and to become confident, successful and responsible citizens for the future.

# Class Teacher

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<b>Responsible to</b>	: Headteacher/Phase Leader
<b>Pay scale</b>	: Main Pay Scale - Inner London
<b>Terms and conditions</b>	: Full-time, fixed term maternity cover

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The school are seeking to appoint an enthusiastic and motivated class teacher to work as part of a team of three teachers of two Year 6 classes. This vacancy is maternity cover for autumn term only in the first instance.

Candidates must be committed to contributing to a high quality, safe and stimulating learning experience. A positive, flexible, 'can-do' attitude will be essential.

## **Our school can offer you:**

- An opportunity for you to make a real difference in the lives of children.
- A supportive school community.
- A welcoming and enthusiastic environment with a talented and dedicated staff team.

## **The successful candidates will need to have:**

- Experience of teaching in a multicultural inner city environment through qualified experience and/or trainee placements.
- Qualified teacher status (QTS).
- Very high expectations of pupils and to teach with this held in mind.
- Sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching through skilful use of ICT as a teaching and learning resource.
- The ability to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks.
- The ability to keep records of pupil progress in line with school policy.
- The ability to use assessments of pupils learning to inform future planning.
- The ability to plan and work collaboratively with colleagues.
- A good sense of humour, reliability, integrity and commitment to the success of the school.

The Devonshire Hill Nursery and Primary School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

Visits to Devonshire Hill are warmly encouraged and can be organised by contacting Ihesha Blackman, Receptionist, on 020 8808 2053 or by emailing [admin@devonshirehill.haringey.sch.uk](mailto:admin@devonshirehill.haringey.sch.uk).

Please visit [www.devonshirehill.com/vacancies](http://www.devonshirehill.com/vacancies) for further application documentation.

<b>Closing date:</b>	<b>Thursday 29<sup>th</sup> June 2017 (noon)</b>
<b>Interview date:</b>	<b>Week commencing 3<sup>rd</sup> July 2017</b>
<b>Start date:</b>	<b>4<sup>th</sup> September 2017</b>

The Devonshire Hill Nursery and Primary School is an equal opportunities employer. Our environment is diverse in character and in its student population and we aspire to reflect this diversity in our staff. We positively welcome applications from minority groups. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.

# Job Description

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<b>Job title</b>	: Class Teacher
<b>Responsible to</b>	: Headteacher/Phase Leader
<b>Pay scale</b>	: Main Pay Scale - Inner London
<b>Terms and conditions</b>	: Full-time, fixed term maternity cover

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## Main Objectives:

- Liaison with the teaching and non-teaching staff of the school, Governors, Parents/Carers, Children, Advisers and other Professionals.
- Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document.
- The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Teaching Standards (DfE).
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside of the classroom.
- Promote the school's mission statement 'Successful Learners' and the school's Vision, of High Expectations of All and a commitment to Life Long Learning.
- Model and promote the school's House Characteristics of Independence, Responsibility, Initiative, Generosity, Curiosity, Perseverance, Optimism and Social Intelligence
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
- Commitment to our role and responsibilities in the Teaching Schools Alliance.

## Main duties and responsibilities:

- Support the aims, objectives and delivery of the school improvement plan
- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers and support staff.

## Professional Knowledge and Understanding:

- Must have a sound knowledge of the National Curriculum, September 2015 for Key Stage 1 & 2
- A sound knowledge and understanding of the Foundation Stage Curriculum

- A commitment to Assessment for Learning and ongoing Teacher Assessment
- A clear understanding of what progress and better than expected progress looks like in relation to entry point and age related expectations and outcomes.
- A proven track record in raising attainment and standards.
- An understanding of curriculum and pedagogical issues relating to learning and teaching
- Understanding of and commitment to the school policies, in particular implementation of the Pupil Behaviour and Discipline, Safeguarding and Child Protection, Health & Safety & Whistle Blowing Policies.
- Awareness of Health and Safety implementation in the work place
- Implementation of the school Equality Policy
- Must understand what constitutes good practice and support for bilingual learners
- Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with English as an Additional Language and children with Special Educational Needs
- Familiarity with writing and delivering effective Individual Education Plans for pupils with Special Educational Needs.
- Some knowledge of teaching in areas of high deprivation.
- The understanding of the importance of breadth of curriculum and extended learning opportunities to broaden the children's horizons and to demonstrate a commitment to this.
- Knowledge of the expectations of Ofsted in terms of:
  - An understanding of mastery and learning at depth
  - The need for all pupils to make good or better progress in terms of prior attainment measures
  - For the vast majority of pupils to reach or exceed the expected standard.

#### **Please Note:**

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff in school are expected to:

- Respond confidently and professionally to parents/carers, visitors and staff members at all times
- Demonstrate commitment in line with the school high expectations
- Identify own areas for professional development and commitment to the schools ethos of educational lifelong learning
- Work within the school policies & procedures
- Ensure the well-being of pupils is paramount
- Keep the class teacher accurately and robustly informed of the varying needs of pupils
- Attend training as required
- Keep up to date with DFE statutory guidance and the school's website to accurately inform stakeholders as needed.

# Person Specification

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<b>Job title</b>	: Class Teacher
<b>Responsible to</b>	: Headteacher/Phase Leader
<b>Pay scale</b>	: Main Pay Scale - Inner London
<b>Terms and conditions</b>	: Full-time, fixed term maternity cover

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## Experience and Qualifications:

- Experience of teaching in a multicultural inner city environment through qualified experience and/or trainee placements
- Educated to degree level
- Qualified teacher status (QTS)

## Skills and Abilities:

- To have very high expectations of pupils and to teach with this held in mind
- A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching through skilful use of ICT as a teaching and learning resource.
- Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks
- Must be able to keep records of pupil progress in line with school policy
- Must be able to use assessments of pupils learning to inform future planning
- Ability to plan and work collaboratively with colleagues

## Personal Qualities:

- Honesty, a good sense of humour, reliability, integrity and commitment to the success of the school.
- Resilience, enthusiasm, energy and vigour.
- Positive attitude.
- A sense of perspective.
- The ability to work under pressure and to deadlines.
- Sensitivity to the needs of others.
- Committed to safeguarding children.
- Good time management.
- A strong commitment to undertake further training and development as necessary, including the pursuance.

## As a member of the School staff the Post holder will be required to:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality Policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development
- Carry out all duties with due regard to Health and Safety Regulations. Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of
- The post-holder is required to respect the confidentiality of matters relating to students and other members of staff.
- The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which will be made available.

# Guidance Notes to completing your application form

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## APPLICATION DEADLINE

Completed application forms must be received by noon by **12 noon, Thursday 29<sup>th</sup> June 2017**. There are three available channels for application documents submission.

- Email your Application Form, Declaration of Criminal Record and other supporting documents to: [recruitment@devonshirehill.haringey.sch.uk](mailto:recruitment@devonshirehill.haringey.sch.uk) with your initial, Surname and the position you're applying for in the subject line; e.g. JBloggs – Teaching Assistant;
- Post Application Form, Declaration of Criminal Record and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB;**
- Hand deliver Application form, Declaration of Criminal Record and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB.**

## HOW TO COMPLETE YOUR APPLICATION FORM

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### 1. PERSONAL DETAILS

Where it says 'known as', this is for example if your official documentation shows you as 'Elizabeth', but you like to be known as 'Liz'.

### WORKING IN THE UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK.

We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, then you should contact the Home Office.

### 2 to 3. PRESENT OR MOST RECENT EMPLOYMENT/ PREVIOUS EMPLOYMENT

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities.

\*We may ask for references to cover a full five-year history, which may include time spent at school/further education. For this five-year history please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, this means that we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may contact the Benefits Office to verify this if you are successful.

### 4. QUALIFICATIONS & TRAINING/ PROFESSIONAL QUALIFICATIONS

Please give details of your education, qualifications and training, starting with secondary school.

## PROFESSIONAL QUALIFICATIONS

If we have requested that you have a professional qualification for this job (like QTS, HLTA status), you will need to provide us with the relevant original certificates/registration documents.

## 5. TRAINING COURSES ATTENDED IF RELEVANT

Mention any short courses that you have attended, including dates, that are particularly relevant to the job you are applying for.

## 6. SUPPORTING STATEMENT & ACHIEVEMENTS

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give specific examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done which tells us about the skills that you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## 7. REFEREES

You should provide the names and the addresses of two people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

## 8. REHABILITATION OF OFFENDERS ACT / DECLARATION

Please read this carefully before completion.

The DBS an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

Our borough's DBS & Rehabilitation of Offenders Policy is available upon request.

You can get more information about the DBS at [DBS Online](#)

Please make sure that you read and sign/positively tick the declaration.

All applicants are required to complete the online DBS form even if you do not have a criminal record.

We do not exclude people who are related to, or have a close personal relationship with our councillors, employees or school governors. We will make sure that they do not take part in the selection for this post.

## MONITORING

This Authority has an Equal Opportunity in Employment Policy, which we ensure that we monitor to ensure that our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

# Equality Statement

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We at The Devonshire Hill Nursery and Primary School understand that the Equality Act 2010 combines and builds upon the existing legislation covering discrimination and promotion of equality of opportunity.

We recognise that this Act brings together into one Act those areas now known as 'protected characteristics' that qualify for protection from discrimination such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We believe that everyone has the right to be treated with dignity and respect. We are opposed to any direct or indirect discrimination against individuals or groups whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We have high expectations of all pupils from across the ability range by aiming to provide them with every opportunity to succeed by providing the highest standards of teaching and learning within a curriculum that is broad, balanced, differentiated, relevant and exciting. We will monitor the progress of all pupils in order for them to achieve their expected targets.

We are opposed to any member of the school personnel or others connected with the school being victimised, harassed or bullied by another based on assumptions about their status in the afore mentioned categories or on any other grounds. Also, we will not discriminate against anyone because of their political affiliation.

In order to achieve the aims of this policy we will take measures of positive action to encourage or facilitate the employment or training of minority or disadvantaged groups as we recognise that the avoidance of discrimination is not sufficient in ensuring that equality exists in this school.

We work hard to maintain a positive ethos where all members of the school community work well alongside each other developing positive working relationships.

We want pupils to come to school to enjoy the meaningful experiences that we offer and where they feel valued and special. We want them to have a sense of pride in themselves and their school.

We want school personnel to see the importance and derive a sense of fulfilment from their work in school but above all we want them to feel valued by everyone in the school community.

We wish to work closely with the House Captains and House Representatives to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

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**The school's full Equality Policy can be found at [www.devonshirehill.com/policies](http://www.devonshirehill.com/policies). This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**

# Safeguarding Written Statement

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The Devonshire Hill Nursery and Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously.

Through our curriculum we teach the children about personal safety, and how to keep themselves safe from harm. There is a strong anti-bullying ethos evident throughout the school. We teach our children how to recognise bullying, how to keep themselves safe from bullying behaviour and how to report it. We listen to our children.

Our curriculum includes opportunities to discuss feelings and emotions, and helps children to think about their own personal safety and their rights as individuals to be kept safe from harm.

We teach our children about the uses and misuses of drugs, at an age-appropriate time and level.

Our sex education program teaches children about keeping themselves safe from harm, at an age appropriate level.

We have clear guidance to help children to use the Internet safely.

Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations of safeguarding children at school. We have a trained and designated child protection officer and deputy officer, and a designated governor with responsibility for child protection practices at the school.

We have policies to manage potential allegations against staff, whistleblowing and the use of physical intervention.

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references before employment.

We require evidence of enhanced Disclosure and Barring Services (DBS) clearance before employing any staff, in addition to pursuing List 99 checks.

All governors, voluntary helpers, supply teachers, agency staff, and outside club and coaching staff are required to provide evidence of enhanced DBS clearance.

The governing body is regularly updated about child protection, bullying and safeguarding policies and practices by the Headteacher.

It is the responsibility of every adult in the school to ensure that we maintain the highest level of awareness about possible unsafe practices and deal with any issues immediately and appropriately.

This Safeguarding Statement should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy and Principles;
- Health and Safety Policy;
- Online Safety Policy;
- Disclosure and Barring Services Checks Policy;
- Anti-Bullying Policy;
- Supporting Pupils with Medical Conditions Policy;
- Lettings Policy.
- Sex Education and Relationships Policy;
- Attendance and Truancy Policy;
- Drugs;
- Safer Recruitment Policy;
- Whistleblowing Policy;
- Pupil Behaviour and Discipline Policy;
- Staff Handbook;

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**This written statement was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**