

HORNSEA BURTON AND SKIPSEA PRIMARY SCHOOL FEDERATION

SKIPSEA PRIMARY SCHOOL KS2 CLASSROOM TEACHER (Y3/Y4) MATERNITY COVER APPLICANT PACK



HORNSEA BURTON AND SKIPSEA PRIMARY SCHOOL FEDERATION

Letter from the Headteacher, Victoria Hart

Dear Applicant,

On behalf of the Governing Board, I would like to thank you for the interest you have shown in our vacancy for the post of a KS2 Classroom Teacher (Y3/Y4) to cover maternity leave at Skipsea Primary School. Contained within this pack you will find the Job Description and Person Specification, as well as general information about the Hornsea Burton and Skipsea Primary School Federation. You can access further information about Skipsea Primary School by visiting our website: <https://www.hbsfed.co.uk/skipsea-primary>; or 'liking' our Facebook page: Skipsea Primary School.

It is an exciting time for the Hornsea Burton and Skipsea Federation as we have formed a collaboration with our local secondary school, Hornsea School and Language College (HSLC). I was appointed as the Headteacher from September 2021. We believe that the collaboration will provide further opportunities for both staff and pupils and will help us to have an even greater impact on the local community.

All three schools are rated 'Good' by Ofsted and are hubs of the local community. Most importantly, we have happy, confident and well behaved pupils who love coming to school. Working with HSLC and the whole school community helps to make both Hornsea Burton and Skipsea Primary schools a special place for our young children to learn and succeed.

A strong sense of identity is nurtured in all our pupils. They are encouraged to develop a broad set of skills to enable them to become confident, considerate young people, well equipped to face an ever-changing world. We believe that everyone who attends one of our schools can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

The Collaboration has a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. We ask all students and staff to be kind, be safe and be the best they can be, engaging with our effective centralised behaviour system, Positive Discipline, which ensures consistency and consistently rewards good behaviour. Our school is a calm and enjoyable place to both learn and work within.

We believe we are on a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining the Hornsea Burton and Skipsea Primary School Federation. If you are determined about making a difference to the lives of young people and want to inspire them through delivering quality learning experiences, then we would love you to join us and look forward to receiving your application. **The closing date for application forms is 30 June 2023.**

Once again, thank you for your interest in this post.

Victoria Hart
Headteacher

The Hornsea and Skipsea Collaboration

A decision was made in February 2021 for The Hornsea Burton and Skipsea Federation to form a Collaboration with Hornsea School and Language College (HSLC). The driving force behind this Collaboration is to provide more opportunities for both our students and staff and to enable everyone to benefit from a mutually supportive ethos across the schools. The Collaboration shares the vision that our students and their learning must come first and we strongly believe that by working together we can help all of our students become the very best they can be.

Together the three schools will have a combined 30 years of 'Good' collective expertise and experience and we believe that through working collaboratively we can successfully safeguard and enhance the long term future for both our students and staff and the wider school community.

The Hornsea Burton and Skipsea Primary School Federation

The Hornsea Burton and Skipsea Federation was formed in July 2013 and has a shared Governing Board. Both schools have been rated as 'Good' by Ofsted for their last two inspections.

Numbers on roll: 74 (Hornsea Burton) and 58 (Skipsea)

Mission: "A special place to learn and succeed"

School Aims:

- Provide a high quality of education ensuring that all learners have equality of opportunity and personal growth;
- Encourage everyone to achieve in a happy, safe, secure and caring environment;
- Equip the school community with a passion for learning to enable them to become independent, resilient learners who strive to reach their full potential in life;
- Promote respect for all, self-esteem and emotional well-being, to enable achievement of high standards of behaviour and positive attitudes;
- Celebrate differences and diversity and equip learners with the core values so that they positively participate in and contribute to life in Modern Britain and the global world.



Hornsea School and Language College

Mission: “Actively Working to Broaden Horizons”

Values of the School:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

We have approximately 1,195 students on roll at HSLC, of which around 130 are in our Sixth Form. The geographical area served by the school is large and continually expanding. The majority of our students come from our associated feeder schools however the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest number of out of catchment applications for students to join us in September 2021.

We have been consistently rated as ‘Good’ by Ofsted since 2005 and are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. Our most recent Progress 8 metric (2019) saw us classified as “Average” (within the top 37% of all schools nationally) and our 3-year T-Score for post-16 education is a 3, which consistently places in the top 25% of all colleges and Sixth Forms nationally. In ‘normal’ times, we run in excess of 190 sporting fixtures each year and cover around 20,000 miles worth of educational trips and visits. Our school is much more than just what goes on in the classroom, and this goes some way to explaining why we are a “School of Choice”.



KS2 CLASSROOM TEACHER (Y3/Y4) JOB DESCRIPTION

POST: Full time KS2 Classroom Teacher (Y3/Y4) – Maternity Cover - The post is initially temporary until 31/08/24 but could potentially be extended.

SCHOOL: Skipsea Primary School

PAY RANGE: Main scale (Point 3-4)

JOB PURPOSE: In accordance with the school's policies and under the direction of the Headteacher, fulfil the professional duties and responsibilities of a school teacher as outlined in the current School Teachers' Pay and Conditions Document (STPCD) and the Teachers' Standards in England.

Main duties/responsibilities

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
 - setting tasks which challenge pupils and ensure high levels of interest
 - setting appropriate and demanding expectations
 - setting clear targets, building on prior attainment
 - identifying SEN or very able pupils
 - providing clear structures for lessons maintaining pace, motivation and challenge
 - making effective use of assessment and ensure coverage of programmes of study
 - gathering evidence to support assessment and attainment for KS2
 - ensuring effective teaching and best use of available time
 - maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour standards of work and homework, creating a nurturing environment for the children to learn in
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy

- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning

Make accurate and productive use of assessment for children and record these on school systems, collecting evidence to back the assessments.

Work in partnership with the other staff members, parents and other professionals to support the development of children.

Promote the safety and well-being of pupils in accordance with school policies.

Develop a stimulating classroom and school environment in which a child will learn, be motivated and feel secure and valued.

Ensure at all times a positive approach to equal opportunities, gender issues and racism.

Foster excellent relationships between staff and build links with Governors, parents and community.

Monitoring, Assessment, Recording and Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work, carry out and identify gaps in learning to inform planning and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- undertake assessment of pupils as requested by the government and school procedures
- contribute to annual reports to parents.

Plan a range of activities for children according to their different stages of development and individual circumstances.

Apply a range of underpinning theories and philosophical approaches to how children learn and develop, to influence your practice.

Promote diversity, equality and inclusion, fully reflecting cultural differences and family circumstances in your practice.

Curriculum Development (does not apply to ECT's)

- have lead responsibility for more than one subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- contribute to the whole school's planning activities
- contribute to the wider curriculum within school with an after school club

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.

Providing effective care, teaching and learning

Provide valuable learning experiences, environments and opportunities that are appropriate to the age, stage and needs of individual and groups of children.

Encourage children's participation in activities, managing a balance between adult-led and child-initiated tasks, using the analysis of performance data to enhance the teaching and learning.

Engage in a variety of effective strategies to develop and extend children's learning and thinking, including sustained and shared thinking.

Support children's group learning and socialisation. Providing a stimulating classroom environment, where resources can be accessed appropriately by all pupils.

Model and promote positive behaviours expected of children, and support children to manage their own behaviour in relation to others.

Understand when a child needs additional support and provide activities that meet these additional needs. Ensure continuity and progression in pupil's learning by differentiating work at the right level and delivering appropriate levels of challenge and support. Through prior discussion and joint planning work with SEN staff, to maximise the learning of pupils with Special Educational Needs.

Liaise closely with parents and other professionals to support children with additional needs.

Use positive management of behaviour to create an environment of mutual respect which allows pupils to feel safe and promotes their self-esteem and learning.

Making accurate and productive use of assessment

Apply a range of assessment techniques to assess children using the early education curriculum framework.

Carry out and record observational assessment accurately, collating evidence and reporting findings to the Headteacher.

Identify the needs, interests and stages of development of individual children.

Use formative and summative assessment to track children's progress to plan next steps and shape learning opportunities.

Discuss and be involved in data analysis of children's progress to plan next stages in their learning with the Headteacher, parents and any other relevant professionals.

Mark pupil's work and provide feedback according to the school policies.

Set challenging targets for all pupils and ensure that pupils have a clear understanding of how to improve their work.

Prepare informative and accurate reports to parents in line with the school's reporting policy.

Promoting the health, safety and welfare of children

Act in accordance with legal requirements and guidance on health and safety, security, confidentiality of information, safeguarding and promoting the welfare of children at all times.

Promote health and wellbeing throughout your practice and any activities at all times.

Act in accordance with relevant policies and procedures to respond to accidents and emergency situations.

Act in accordance with relevant policies and procedures to prevent and control infection, e.g. hand-washing, food hygiene, cleaning spillages and disposing of waste.

Carry out risk assessment and risk management in line with policies and procedures.

Identify and report any safeguarding concerns to the Headteacher and understand personal responsibilities in accordance with the Child Protection and Safeguarding Policy.

Maintain accurate and coherent records and reports and share information, only when appropriate, to ensure all children's needs are met, e.g. in relation to medical or dietary information.

Communication and self-development

Work cooperatively with colleagues and other professionals to meet the needs of all children and enable them to progress.

Liaise closely with parents to help them promote their child's health, wellbeing, learning and development.

Engage in relevant CPD opportunities to improve own skills, practice and subject knowledge.

Other responsibilities to be negotiated with the Headteacher.

KS2 CLASSROOM TEACHER (Y3/Y4) PERSON SPECIFICATION

The below requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

QUALIFICATIONS	Essential / Desirable
Teaching Degree or equivalent	E
EXPERIENCE	
Experience of working within a mixed age setting.	E
Differentiation for more able pupils	E
Experience of observation, record keeping and assessment, and the ability to link these to the individual child's needs.	E
Working as part of a team.	E
Experience of assessment	E
Experience of working with SEND children	D
Experience of teaching the new curriculum.	D
KNOWLEDGE AND SKILLS	
An enthusiastic, creative and imaginative practitioner with a real commitment to putting the child at the centre of everything they do.	E
To be able to create a stimulating, welcoming and attractive learning environment across the whole unit.	E
Good classroom organisation and management skills	E
Knowledge and experience of positive behaviour and nurturing strategies.	E
Clear understanding and commitment to safeguarding procedures.	E
Ability to use ICT effectively to enhance learning and teaching across the unit.	E
To be committed to continued personal and professional development; being a reflective practitioner and sharing good practice with others.	D
An understanding of end of key stage assessment procedures.	D
To be self-motivated - have vision and innovation.	D

PERSONAL QUALITIES	
High level of personal motivation and ambition as well as high expectations for all. Works hard to provide quality learning experiences.	E
To lead by example.	E
Commitment to inclusive practice.	E
Be resilient under pressure – demonstrate the ability to organise, prioritise and have a flexible approach to work.	E
Good oral and written communication skills.	E
Ability to build effective professional relationships with staff, Governors, parents and the wider community.	E
Punctual, reliable and have a high degree of integrity.	E
Value and respect the views of others.	E
A willingness to provide extracurricular activities and an understanding of its impact on the children’s lifelong learning.	D
A good sense of humour.	D
Energy, enthusiasm and a positive, can-do attitude	D

DISCLOSURE OF CRIMINAL RECORDS	
Declaration of full details of everything on candidate’s criminal record	E
The successful candidate’s appointment will be subject to the council obtaining a satisfactory enhanced DBS check.	E

Closing Date: Friday 30 June 2023

Short Listing: Monday 3 July 2023

Interview Date: Friday 7 July 2023

What is it like to work at Hornsea Burton and Skipsea Primary School?

Skipsea Primary staff- “We are a small, close knit community where everyone helps each other and children are nurtured from nursery to year 6. We are a caring, friendly little school where everyone looks out for each other. It is a school with a welcoming, uplifting atmosphere, where the staff support each other. Skipsea Primary has a family atmosphere and the staff genuinely care.”

Hornsea Burton Primary staff- “We are a small school with a big heart. The benefit of being a small school is that all staff members work well together and support each other. It is a friendly and fun place to work with good camaraderie and team work. We are a small school, but one big family.”

Ruby, Hornsea Burton Primary School leaver and current Y7 HSLC student – “Hornsea Burton is a really nice school that is full of delightful students and has supportive, amazing staff. It is a small school but this is good for people who are used to small communities. The Primary prepared me very well for my transition to HSLC. Covid didn’t help but the transition was great and I have made many friends and all the staff here are supportive and amazing as well. HSLC is great!”

Georgia, Skipsea Primary School leaver and current Y7 HSLC student – “I enjoyed my primary school a lot; with it being a small school you knew everyone and all the teachers were nice. I was a bit worried about going to secondary school because we didn’t have a transition day because of Corona but it was all fine and everyone settled in well. The teachers are really nice and if you ever need to talk to someone or want help at school just ask a teacher or a pupil. If you want to make more friends I would recommend starting an afterschool club because for me it was a great way to make friends and settle in.”



Thank you for your interest in our vacancy.

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