



# Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Kirklees Council, Moorlands Road, Huddersfield, HD3 3UH

Headteacher: Mrs. Amanda Denney

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@MoorlandsHudds

Dear Candidate,

## Application Process

Thank you for your enquiry about the maternity cover teaching vacancy at Moorlands Primary School. We hope you find the information supplied in the pack helpful to you in your application consideration.

Moorlands is a large, modern primary school at the heart of the community in Mount. Our pupils are enthusiastic, polite and caring and the school has friendly and supportive staff, Governors and parents. We offer excellent professional development opportunities.

We are seeking to appoint an EYFS Teacher, a year 1 teacher and a year 5 teacher, to start in the Spring term for up to 12 months. We require excellent classroom practitioners who will work alongside the existing team to support the school on our journey to outstanding. The vacant posts are:

- Maternity cover for EYFS Class Teacher (to commence as soon as possible.)
- Maternity cover for Year 1 Class Teacher.
- Maternity cover for Year 5 Class Teacher (0.8 contract)

You are asked to consider the following points when completing your application:

- Please complete all sections of the application form
- Please do not submit a C.V. in addition to or instead of the application form
- If possible, please give e-mail addresses for your referees
- The supporting letter should not exceed 2 sides of A4, minimum font size 12. It should demonstrate how you fulfil the Personnel Specification

Your completed application form, together with the letter in support of your application, should be returned to the **school by 9am on Friday 6th November 2020**

Shortlisted candidates will be notified by email. We will take up references for all shortlisted candidates at this time.

The interview day for shortlisted candidates will take place the following week. Details of the interview day will be advised to shortlisted candidates.

We look forward to receiving your application.

Yours sincerely,

Mrs Denney  
Headteacher



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## JOB DESCRIPTION

<b>POST TITLE:</b>	Teacher
<b>LOCATION:</b>	Moorlands Primary School
<b>SALARY GRADE:</b>	Main Pay Scale (MPS)
<b>RESPONSIBLE TO:</b>	Headteacher

To have qualified teacher status and to be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document as directed by the Headteacher, within the context of the job description set out below.

### **RESPONSIBILITIES AS A STANDARD SCALE TEACHER**

- 1 To plan, deliver, monitor and evaluate programmes of education for a class/group of children in School.
- 2 To demonstrate a commitment to positive behaviour management throughout the school.
- 3 To attend to the administration for and accept responsibility for the pastoral needs of a class/group and to liaise with the Headteacher and other colleagues (when appropriate) on particular pastoral problems.
- 4 To share with other teachers the standing day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the schools' timetable.
- 5 To join a curriculum team in order to develop a subject area throughout the school.

### **Duties**

#### a) Curricular

- 1 To plan activities and experiences appropriate to the age, ability and needs of pupils related to the New National Curriculum issues so as to ensure pupils receive a broad and balanced curriculum.
- 2 To follow the curriculum policies and guidelines of the school, having regard for the materials and methods recommended.
- 3 To assess, interpret and record pupil's progress and attainments in accordance with school policy.
- 4 To set, mark, record and return work for pupils in accordance with the school's policy.
- 5 To provide written reports to:
  - a) other agencies in accordance with school procedures and the Code of Practice.
  - b) parents in accordance with statutory requirements.
- 6 To consult with the SEND coordinator in developing ILPs for pupils with additional needs.
- 7 To create and maintain a stimulating, challenging environment within the classroom and in the public areas that encourages learning.
- 8 To organise classroom resources to motivate children towards independence and self-reliance.
- 9 To promote the academic progress and well-being of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.

#### b) Pastoral

- 1 To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
- 2 To promote the social welfare of pupils through personal counselling and prompt referral to the Headteacher.
- 3 To maintain current pupil records - administrative, academic and pastoral in accordance with the school system.
- 4 To register pupils, encourage punctuality and reinforce school attendance procedures in consultation with the Headteacher.
- 5 To attend school assemblies if timetabled and supervise the orderly movement of pupils to and from assembly or in the case of withdrawal on moral grounds to carry out other duties as the Headteacher may reasonably require.

c) Curriculum area of responsibility

- 1 To be involved in the organisation, maintenance and review of resources and equipment for the subject, for all age groups and abilities throughout EYFS, Key Stage 1 and 2.
- 2 To keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues.
- 3 To monitor a budget for the subject in consultation with the Headteacher.
- 4 To promote good practice by:
  - a) liaising with colleagues, monitoring teaching and learning and giving practical support in planning and delivering classroom activities.
  - b) demonstrating classroom expertise and organising the display work to show the quality of provision offered.
  - c) delivering Inset if necessary.
- 5 To be involved with colleagues in formulating, reviewing and modifying written policy / guidelines compatible with the New National Curriculum and assessment procedures.
- 6 To liaise with the Leadership Team and Senior Leaders regarding evaluation of provision, new ideas and initiatives in order to ensure development and the achievement and maintenance of high standards.

d) General

- 1 To promote equal opportunities ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and non-discriminatory manner.
- 2 To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advance notice.
- 3 To consult and co-operate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods and assessment.
- 4 To comply with the cover arrangements for absent colleagues subject to current conditions of service and school procedures.
- 5 To have a positive interest in professional development - attending meetings and in-service training courses and participating in professional development exercises as directed by the Headteacher within the terms of the local scheme for the use of working time beyond the pupils' school year.
- 6 To participate in Teacher Appraisal as required by Government Regulations
- 7 To carry out other duties as the Headteacher may reasonably require, to the level expected of a teacher on the standard scale, relating to the efficient organisation of the school, and to any

necessary adjustments in the specified time allocations.

- 8 To carry out duties at all times in compliance with the Equal Opportunities Policies of the school and Kirklees
- 9 As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



	<ul style="list-style-type: none"><li>• A positive, willing and caring attitude.</li></ul>		
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Rank: E: Essential D: Desirable