



**High Expectations, Caring,  
Positive Attitudes and Successful**

**KS2 Class Teacher**

**Required for January 2021**

**Recruitment Information Pack**

Hunslet Carr Primary School

Woodhouse Hill Road, Leeds, LS10 2DN

## **Contents**

Welcome from the Headteacher	3
Websites and Application process	4
Job Description	6-9
Person Specification	10-11

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With over 450 pupils on our roll, we are a large primary school based in the Hunslet area of South Leeds. Over many years, through the dedication of teachers and staff we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed both while pupils at the school and in the future is having a caring, stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.

The community we serve has changed enormously in recent years and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

It is regularly commented by visitors that our school has a warm inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning

In recent years enormous strides have been made to increase learning standards. The proportion of our children eligible for pupil premium is well above average and our creative teachers continue to develop forward thinking ideas ensuring our children receive the highest standard of education.

This hard work has seen results improve consistently in Key Stage 1 and our challenge now is to maintain these improvements in lower school while ensuring these standards continue in Key Stage 2.

Everybody associated with Hunslet Carr is extremely proud of what we achieve everyday together with our children and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application.

Martin Lumb  
Headteacher

## About Hunslet Carr Primary School

Hunslet Carr is a large city primary school with over 450 children on roll. We serve an area of social deprivation where 43% of pupils are eligible for free school meals and over half the children receive Pupil Premium.

At any given time, around 25% of the children on roll are on the school's register for SEND and the school receives the appropriate funding from Leeds City Council to provide for the needs of these children.

For more information about the school's SEND offer, our analysis of needs and our plans for SEND, please visit the school's website and click on the links to SEND under the Curriculum Heading.

Teachers are determined to provide the best quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their own lives and those of others.

Pupils behave well, show enthusiasm for learning and take pride in what they are able to achieve. Pupils attend regularly because they enjoy school and feel well cared for by staff.

The school pays close attention to pupil's personal development so that they will grow into independent, sensible and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils.

The school enjoys support from parents and the local community as well as the governors in our efforts to raise achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107950>

<http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=107950>

## **Application Process**

The closing date for all applications will be **Monday 19<sup>th</sup> October – 12pm**  
Shortlisting will take place on **Monday 19<sup>th</sup> October afternoon**  
Interviews will be taking place via Zoom on **Thursday 22<sup>nd</sup> October**

Completed applications must be returned to Hayley Stewart, ideally by email to:  
[hayley.stewart@hunsletcarr.co.uk](mailto:hayley.stewart@hunsletcarr.co.uk)

If you do not receive confirmation of receipt of your application within one working day please call Hayley on 0113 2713804.

**If you think you're the person for the job, please complete the enclosed application form with a covering letter on no more than two sides of A4, font size 12, and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## **Queries**

Application packs can be downloaded from the school website. Virtual visits or phone calls with the Headteacher can be arranged. To arrange a virtual visit, please contact, Hayley Stewart via email at [hayley.stewart@hunsletcarr.co.uk](mailto:hayley.stewart@hunsletcarr.co.uk).

## JOB DESCRIPTION

### Hunslet Carr Primary School

Post Title	Grade	Post Ref
Teacher	MPS or UPS Based on Experience	Teacher

### Post(s) to which directly responsible

Immediate Line Manager

### Post(s) for which directly responsible

Support Staff deployed within your classroom

### Purpose of job

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards.

### Duties and Responsibilities

#### Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

#### Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support.

Implement and keep records on Individual Education Plans (IEPs).

### **Assessment and Evaluation**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum at KS1/2

### **Relationship with Parents and the Wider community**

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.

### **Manage Own Performance and Development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Implements and follows school's child protection policies and procedures.

### **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

### **Managing Resources**

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake other duties that are commensurate with the post

### **Child protection**

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Hunslet Carr Primary School is committed to safeguarding and

promoting the welfare of its pupils and would expect you to share this commitment.

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### Physical Conditions

Hunslet Carr Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor.

Appointments are made subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking policy.

### **Economic conditions**

Grade: MPS or UPS dependent on experience

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document 1998 School Standards and Framework Act, the required standards for Q Teacher Status and other current legislation.

The post is permanent.

## Prospects

### Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

### Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

## QUALIFICATIONS

Qualified Teacher Status – Essential  
Honours degree – Essential

**Job Description Prepared /  
Reviewed by:**

Martin Lumb

**Date:** 15/09/2017

**Job Description Approved by:**

Kevin Birkin

**Date:** 15/09/2017

This job description was reviewed as part of whole school review in Sept 17' and it was explained to me how my role in the school helps the school meet its vision of having children who are and have:

**High Expectations, Caring, Positive Attitudes and Successful**

**Signed**

**Headteacher :**

**Date:**

**Signed**

**Post holder:**

**Date:**

## Person Specification

<b>Teaching skills – the ability to teach effectively within the classroom</b>		
<b>Key:</b>		How Identified
<b>App – Application Form Ref – Reference SP – Selection process</b>		
High level of written, oral and communication skills	Essential	Ref/SP
Ability to communicate effectively orally and in writing to a range of audiences	Essential	Ref/SP
High level of organisational and planning skills	Essential	Ref/SP
An excellent classroom practitioner	Essential	Ref/SP
Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential	Ref/SP
Ability to demonstrate a commitment to equality of opportunity for all pupils	Essential	Ref/SP
Ability to investigate, solve problems and make decisions	Essential	Ref/SP
Management of people and resources	Essential	Ref/SP
Able to use own initiative and motivate others	Essential	Ref/SP
Ability to demonstrate high level ICT skills in personal and educational situations	Essential	Ref/SP
Ability to relate with pupils and to develop trusting and respectful relationships with them	Essential	Ref/SP
Understands their responsibilities with regards to safeguarding and child protection	Essential	Ref/SP
Ability to offer expertise in a specific subject or area	Desirable	Ref/SP
Evidence of sharing in and contributing to the corporate life of the school.	Desirable	Ref/SP
High level of written, oral and communication skills	Essential	Ref/SP
Ability to communicate effectively orally and in writing to a range of audiences	Essential	Ref/SP
<b>Communication skills – the ability to make points clearly and understand the views of others</b>		
Effectively communicates with parents; during both positive and negative occasions about their child	Essential	App/SP
Communicate effectively orally and in writing to a range of audiences	Essential	App/SP
Manage good communication systems	Essential	App/SP

<b>Self-management skills – the ability to plan time effectively and to organise</b>		
prioritise and manage their own time effectively	Essential	SP
work under pressure and to deadlines	Essential	Ref/SP
achieve challenging professional goals	Essential	SP
take responsibility for their professional development	Essential	SP
<b>Attributes</b>		
personal impact and presence	Essential	Ref/SP
adaptability to changing circumstances and new ideas	Essential	Ref/SP
positive energy, vigour and perseverance	Essential	Ref/SP

self-confidence	Essential	Ref/SP
Enthusiasm	Essential	Ref/SP
intellectual ability	Essential	Ref/SP
reliability and integrity	Essential	Ref/SP
Commitment	Essential	Ref/SP
Sensitivity	Essential	Ref/SP
<b>Training and Qualifications</b>		
Qualified Teacher Status or other educational qualification of equal nature	Essential	App / SP
Evidence of continuous professional development	Essential	App
<b>Special Knowledge</b>		
Up to date knowledge of the National Curriculum	Essential	App/SP/Ref
Knowledge of SEND theory and practice	Desirable	App/SP/Ref
Knowledge of Child Protection legislation & procedures	Desirable	App/SP/Ref
Knowledge of EYFS, Key Stage 1 and Key Stage 2	Essential	App/SP/Ref
<b>Disposition and Attitude</b>		
Positive and optimistic attitude towards School Improvement and Inclusion	Essential	SP
Open-minded and receptive to new ideas, approaches and challenges	Essential	SP
Places high priority on effective team working and works easily and comfortably in a team environment	Essential	SP

<b>Practical and Intellectual Skills</b>		
Ability to analyse and evaluate complex situations	Essential	SP
Well developed planning, evaluating and implementation skills	Essential	SP
Effective use of ICT for a range of purposes	Desirable	APP/SP/Ref
<b>Other Special Working Conditions</b>		
School operates a no smoking policy	Essential	SP

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
High level of written, oral and communication skills	*		A/I
Ability to communicate effectively orally and in writing to a range of audiences	*		A/I
High level of organisational and planning skills	*		A/I
An excellent classroom practitioner	*		A/I
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		A/I/R
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		A/I
Ability to investigate, solve problems and make decisions	*		A/I
Management of people and resources	*		A/I/R
Able to use own initiative and motivate others	*		A/I
Ability to demonstrate high level ICT skills in personal and educational situations	*		A/I
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*		A/I
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		A/I
Ability to offer expertise in a specific subject or area		*	A/I

Evidence of sharing in and contributing to the corporate life of the school.		*	A/I/R
--	--	---	-------

<b>KNOWLEDGE/PROFESSIONAL DEVELOPMENT</b>	Ess	Des	MOA
Knowledge of current educational practice and issues	*		A/I
Evidence of continuing professional development	*		A/I
Take responsibility for their own professional development		*	A/I/R
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*		A/I
Effective use of ICT to support learning	*		A/I
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.	*		A/I
Full working knowledge of relevant polices/codes of practice/legislation	*		A/I
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning		*	A/I

<b>LEADERSHIP</b>	Ess	Des	MOA
As the lead professional in the classroom show an ability to advise and support other staff	*		A/I/R
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*		A/I/R
Plan, allocate, support and evaluate work undertaken by other staff in the classroom	*		A/I/R
Lead professional development through example and support		*	A/I/R

OTHER CONDITIONS	Ess	Des	MOA
<b>Registered with Teaching Agency</b>	*		A

DISPOSITION AND ATTITUDE	Ess	Des	MOA
Positive and optimistic attitude towards School Improvement and Inclusion	*		I
Open-minded and receptive to new ideas, approaches and challenges	*		I
Places high priority on effective team working and works easily and comfortably in a team environment	*		I
Commitment to an involvement in extra-curricular activities.		*	I
Evidence of sharing in and contributing to the corporate life of the school.		*	I

Where MOA is Method of Assessment

Where A is Application Form

Where I is Interview

Where R is Reference