



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



PRIMARY SCHOOL TEACHER

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF Hexham & Newcastle

JOB DESCRIPTION

Post Title: Primary School Teacher

Reporting to: Headteacher and Senior Leadership

Job Purpose: To set high expectations which inspire motivate and challenge pupils and assist the senior leadership team in implementing the educational aims, policies, objectives and targets of the school.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

1. To work with the Headteacher and Senior Leadership team to implement the educational aims, policies, objectives and targets of the school.
2. To provide effective teaching and learning and motivate pupils through interest, encouragement and recognition of their unique value.
3. Contribute to the school improvement plan and monitor and evaluate the quality of teaching and standards of attainment, using relevant data whilst also setting targets for improvement.
4. Follow the curriculum policy and ensure statutory requirements are met, whilst also ensuring the needs, experience, interests, aptitudes and stages of all development of all pupils including those with special educational needs are met.

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5. Ensure the Diocesan policy on Religious Education is fulfilled including ensuring that arrangements for the daily act of collective worship in accordance with the normal of Catholic worship and the wider spiritual life of the school are met.
6. Ensure that school policies on curriculum, assessment, recording and reporting are implemented in order to provide effective teaching and learning.
7. Utilise information on pupil progress to improve teaching and learning. Inform and motivate pupils, inform parents and provide necessary reference for educational institutions to aid governors in fulfilling their responsibilities for the school.
8. To ensure there is continuity of learning and progression of pupils by creating challenging targets in order to lead whole school improvement.
9. Work with senior leadership team to promote pupils' self-discipline, respect for self, others and authority and ensure good behaviour on and off school premises.
10. Work with senior leadership team to promote the school ethos which extends opportunities for learning and encourages extra-curricular activities.
11. Make the best possible use of the time and efforts of Teaching Assistants and other adults to enhance the learning of groups and individuals, whilst also using resources efficiently and effectively.
12. Provide an attractive environment which expresses the catholic identity of the school, stimulates learning and enhances the appearance of the school.
13. Take action to keep up to date in developments in the curriculum and teaching methods.
14. Develop and maintain positive relationships with the parish communities, ensure that the school recognises and meets its responsibilities in the life of the local community and promote a positive image of the school in accordance with the mission statement.
15. Recognise the authority of the Bishop in relation to the provision of education in the Diocese.
16. Build effective partnerships between parents and promote the mission, aims and ethos of the school through provision of regular information to parents about the progress of their children, the school curriculum and their involvement in the wider life of the school.

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17. Maintain effective relationships with other schools, and especially with other Catholic schools in matters of common concern.
18. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
19. To carry out your duties with full regard to the Trust Equality Policy.
20. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
21. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
22. Any other duties of a similar nature related to the post which may be required from time to time.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL	E1	Team player	AF, I, R
QUALIFICATIONS & EDUCATION	E2	Qualified Teacher Status	AF, C
	E3	Registration with the Teaching Regulation Agency	AF, C
	E4	Evidence of regular participation in Continuing Professional Development	AF, C, I
EXPERIENCE & KNOWLEDGE	E5	Recent attendance at training on classroom practice and skills	AF, C
	E6	Knowledge of current National Curriculum and Structure	AF, I, R
	E7	Proven experience of working in Key Stage 1 and/or 2 (dependant on role)	AF, I, R
	E8	Understanding & knowledge of current educational issues	AF, I, R
SKILLS	E9	Ability to demonstrate good classroom practice and skills	AF, I
	E10	Ability to establish and maintain professional relationships	I, R
	E11	Ability to communicate effectively in a variety of situations	AF, I, R, P
	E12	Curriculum management (planning, delivery & assessment)	I, R
	E13	Organisational ability	AF, I, R
PERSONAL ATTRIBUTES	E14	Ability to demonstrate enthusiasm and sensitivity when working with others	I, R
	E15	Caring attitude towards pupils and parents	I, R
	E16	Willingness to work throughout the Primary School	AF, I, R
SPECIAL REQUIREMENTS	E17	Ability to support the mission and ethos of the school	AF, I, R
	E18	Ability to form and maintain appropriate relationships and personal boundaries with children	I, R, D
	E19	Emotional Resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	I, R
	E20	Suitability to work with children	AF, I, R, D

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL	D1	Practising Catholic	AF
QUALIFICATIONS & EDUCATION	D2	Good IT skills	C, I, L
EXPERIENCE & KNOWLEDGE	D3	Experience of working successfully and cooperating as a member of a team.	I, R
	D4	Previous experience of working with intervention groups in a primary	AF, I, R
	D5	Knowledge of RE curriculum and its delivery in Primary Schools	AF, I
PERSONAL ATTRIBUTES	D6	Flexibility and adaptability in order to be able to mix and work with a range of staff and pupils.	I, R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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