



Class Teachers & Early Careers Teachers
Gipsy Hill Federation
Candidate Pack 2022

CHASING HORIZONS

Welcome from our Interim Co-Executive Headteachers

Dear Candidate

Thank you for your interest in being a part of the Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our brilliant team. This is a great place to work and provides real opportunity to progress your career. Our family of six highly inclusive primary schools are all very happy places with genuinely fantastic staff and really lovely children.

We are a values-driven family of schools sharply focussed on community transformation and providing our children and families with life-changing educational opportunities. Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our website for more information. We are an ambitious family of schools and are keen to recruit the very best teachers to join our fantastic team.

We're looking for:

- Inspirational teachers who bring commitment, enthusiasm and energy to this post
- Teachers who are generous with their time because they want the very best outcomes for pupils
- Staff with ambition and determination to be the best they can be in whatever direction they want their career to go - we provide the opportunities and welcome ambition
- Teachers who want to be professionally respected, well supported and developed
- Creative people who can think 'out of the box' and contribute to our vision
- Teachers who see solutions rather than problems and who embrace teamwork.

We believe that adults who never want stop learning themselves inspire that same desire in our pupils. We're looking for talented teachers to further enrich our organisation and develop our practice. Our teachers use their expertise to innovate, improve, and drive our schools forward. If you are keen to continue developing your learning and skills, we can offer outstanding opportunities both within our schools and beyond.

For ECTs who are able to join us in July after completing your training course, we will pay full monthly salary from your start date, (once your QTS has been provided). This means you will be paid over the summer, can enjoy a break and be able to set up your classroom to a high standard ahead of the staff training days and children returning to school. For ECTs who can take advantage of this we start your induction straightaway and provide support designed to help you fully prepare for your first class.

We recruit centrally, but please let us know if you have a preference for a particular school(s). Our teachers often ask to transfer between schools or year groups to broaden their experience and we will always support this if possible. Your contract of employment will be issued by Lambeth or Southwark, depending on which school you are initially employed in as we are not academies. We welcome visits to our schools, please contact us via emailing hrenquiries@ghf.london .

Warm regards,

Amelie Thompson and Haley Foxworthy



Your CPD Opportunities

If you are an Early Careers Teacher, from September 2021, the government is funding an entitlement for all early career teachers in England to access high-quality professional development at the start of their career. New teachers will now receive development support and training over 2 years instead of one, underpinned by the ECF.

We value our staff – they are our greatest asset. We offer all teachers the opportunity to self-select from a programme of CPD, based on their own interests or development needs. This means that in addition to any statutory or essential training all staff receive, you can be confident that the time you invest in attending your chosen training is time well spent in developing you as a practitioner.

The Interview Process

Our interview process consists of three parts:

1. A 'lesson' that will be observed (approximately 30 minutes). We will review your application and consider your experience when selecting the appropriate year group for your observation. However if you have a particular preference please state this in your application and we will try to accommodate where possible. The content of the session should be literacy or maths (although this can be in a cross curricular context)
2. Lesson self-evaluation (15 minutes)
3. Panel interview (approximately 45 minutes including 15 minutes' preparation).

Full details of the process will be contained in your interview invite email.

How to Apply

Please email your completed application form and supporting statement to recruitment@ghf.london

Shortlisted candidates will be notified by telephone and also by email. **We will take up references of shortlisted candidates prior to interview.** Unfortunately, due to the very high level of response we receive for posts in our Federation, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

Federation Vision and Ethos

Our vision is to empower every child to be confident, curious and creative members of their communities. **Our family of schools shares three core values reflected across our educational environments and in the behaviours and decisions of our leaders, teachers, and pupils. These values are:**

- Inclusive – 'include everyone'
- Visionary – 'Think big'
- Collaborative – 'Work together'

In addition, every school has their own fourth core value, which it believes best captures the character and personality of its individual school.

We are a family of primary schools striving to provide our children with the best of both worlds: the resilience, continuity and educational best practice of a highly collaborative and dynamic Federation, and the warmth, personality, and distinctive identity of a local community school.



Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community. We aim to deliver a creative curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride. Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
- Engaging learning through a dynamic and creative curriculum
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Removing barriers to allow everyone to achieve
- Actively responding to pupil voice
- Building resilience and love of learning
- Refining our practice through evidence based research.



Job Description including Main Duties and Responsibilities


Start date	September 2022
Salary	Main Scale (Inner London)
Pension	Teachers' Pension
Contract	Permanent
Responsible to	Year Leader, Federation Senior Leadership Team
Other Benefits	Contribution to eye care, Annual season ticket loan and cycle scheme.
Application deadline:	Monday 23rd May 2022 -12noon
Interview Date:	Monday 6th June 2022
	Completed application should be sent to: recruitment@ghf.london

Purpose of Job

- To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class.
- To inspire pupils of all abilities in your class through highest possible quality of teaching and learning opportunities underpinned by excellent, thoughtfully differentiated and personalised curriculum planning.
- To create and maintain an optimum classroom learning environment that reflects outstanding quality of provision across the school and Federation.
- To mark and respond to pupils' learning in a way that reflects highest quality provision, raises self-esteem and accelerates their progress.
- To enable our Federation Vision to become a reality for every pupil.

Professional Duties

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements throughout the Federation, including school trips, special assemblies, performances and special events. We have a comprehensive Federation Curriculum Framework, to guarantee progression and breadth of learning for pupils, which teachers are required to follow and contribute towards.
 - Planning, preparing and assessing lessons in line with Federation policies and schemes of work. Whilst teachers support each other through weekly Year Team planning, it is the responsibility of every individual teacher to ensure that planning is completed to a high standard and is personalised to pupils in the class and your individual style as a teacher professional.
 - Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets for pupils of all abilities.
 - Actively promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
 - Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher.
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- Marking work and providing highest quality feedback (including homework in accordance with the Federation Homework Policy) to pupils and parents in line with the Federation Marking Policy.
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the Federation Assessment Policies.
- Administering assessment tasks and tests in line with Federation policy.

Other Activities

- To promote the positive ethos and culture of the Federation to other staff, governors, parents, children and members of the wider community.
- Contribute to and support the overall ethos / work / aims of the Federation.
- Comply with, support and promote all Federation policies and procedures, particularly those relating to Child Protection & Safeguarding; Prevent Strategy; Equal Opportunities; Racial Equality; Health, Safety & Security; Confidentiality; Acceptable Use of Internet & Social Media; Behaviour; and Data Protection, reporting concerns to the Headteacher.
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.
- To promote the general progress and well-being of individual pupils throughout the Federation.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher.
- Keep records and make reports on the personal and social needs of pupils.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above including SEN Meetings.
- To inform the Headteacher immediately of any concerns regarding a pupil's welfare.
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents.
- To maintain excellent behaviour among pupils throughout the school, in line with the Federation Behaviour Policy.
- To safeguard every pupil's health, safety and well-being in line with Federation policies.
- To participate in staff meetings which relate to the curriculum, administration or organisation of the Federation, including pastoral arrangements.
- To lead assemblies and to attend assemblies, when requested by the Headteacher.
- To register pupils at the start of the school day and after the lunch break.
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher.

Management

- To plan, organise and manage the work of EYEs and Teaching Assistants assigned to the class, in order to have a positive impact on pupil progress.



- To liaise with the Inclusion Team to contribute to the planning and organising of the work of TAs in order to have a positive impact on pupil progress, whilst understanding that the progress of every child in the class is your own responsibility. ('inclusion' is not the responsibility of a separate team)
- To ensure that the EYEs and TAs assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner.

Training and Development

- Review and evaluate the teaching methods and schemes of work.
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- To participate in performance management and appraisal reviews in line with Federation policy.

To carry out any other duties reasonably requested by the Executive Headteachers, Headteacher or Deputy Headteachers. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Executive Headteachers. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2015 and updates every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the Head of School from time to time, such particular duties as may reasonably be assigned to him/her."

Equal Opportunities

You are required to

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Head of School any incident of this nature you witness, hear about or suspect

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.



Data Protection

All staff have a duty to ensure any personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

This includes an absolute requirement to report to the Head of School any data breach you witness, hear about or suspect. This applies to all personal data, regardless of whether it is in paper or electronic format.



Person Specification

Essential Requirements

Qualified Teacher Status (or UK approved equivalent which fulfils current requirements). For ECTs this means that you must successfully pass your Skills Tests.

- Extensive and secure knowledge of primary and / or early years practice.
- Comprehensive knowledge and / or significant experience across the primary National Curriculum.
- Evidence of sustained high quality teaching and reflective practice.
- An ability to demonstrate high level skills in classroom organisation and management leading to the promotion of very good behaviour and discipline in school.
- Ability to establish an optimum learning environment for pupils. (through highly stimulating displays, quality labelling and a high level of organisation and tidiness)
- IT literate and fluent in using an interactive whiteboard.
- An ability to differentiate the curriculum leading to highest possible levels of achievement for children who have a diversity of needs and interests.
- An awareness of recently published material e.g.: national initiatives and strategies for raising achievement.
- A commitment to the wider development of the school, Federation, its pupils, parents and local community.
- An ability to establish good working relationships with colleagues and pupils, and a strong desire to learn and grow professionally.
- A strong commitment to Equal Opportunities / Safeguarding.
- Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- High level of emotional intelligence and interpersonal intelligence / strong team working skills
- Experience of data and statistical analysis.

National Standards for Teachers

Teachers' Standards is the core document for practising teachers at Gipsy Hill Federation and defines their daily role and responsibilities. We work in line with the Nolan principles.

To view the National Standards for Teachers, please follow this link -

<https://www.gov.uk/government/publications/teachers-standards>

Equal Opportunities

Gipsy Hill Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.



Safeguarding

Gipsy Hill Federation, Lambeth and Southwark council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

