Dear Applicant

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of Class Teacher within our Multi Academy Company.

The closing date for receipt of applications is via email to HR at hr@romero.coventry.sch.uk by 25th March 2019 9am. Interview and Observation date 28th March 2019

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact HR at hr@romero.coventry.sch.uk.

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be

useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.

Patrick Taggart

Academy Business Director

The Romero Catholic Academy

The Romero Multi Academy Company

"Securing 3-19 Catholic Education in Coventry"

"This is what we do:

We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities."

Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that,

"We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ."

OUR SCHOOLS

The following schools are within The Romero Catholic Academy:-

Secondary School:-

Cardinal Wiseman Catholic School

Primary Schools:-

Corpus Christi Catholic Primary School
Good Shepherd Catholic Primary School
Sacred Heart Catholic Primary School
St Gregory Catholic Primary School
St John Fisher Catholic Primary School
St Patrick Catholic Primary School
SS Peter and Paul Catholic Primary School

Sacred Heart Catholic Primary School

Job Description for Class Teacher

Sacred Heart
Catholic Primary School
Part of The Romero Catholic Academy

Grade: **Teacher Main Scale (TMS)**
Contract Type: **Fixed Term and Temporary available**

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

As a Class Teacher at Sacred Heart Catholic Primary School the core purpose of the job is to facilitate and encourage learning of pupils aged 4-11 years, which enables students to achieve high standards.

Duties and Responsibilities

Teaching and Managing Pupil Learning

1. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives and targets are met, momentum and challenge are maintained, and best use is made of teaching time.
2. Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
3. 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

4. Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
5. Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils learning, building on prior attainment.
6. 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 (IEP's).

Assessment and Evaluation

7. Assess how well learning objectives have been achieved and use this assessment for future planning and teaching.
8. Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

9. Monitor the progress of individuals and groups reporting any under achievement to the assessment co-ordinator.

Relationships with Colleagues

10. Work as part of a team with the Principal and other teachers to continually strive to raise standards and achievement through:
    a. planning and preparing the curriculum
    b. planning and participating in enrichment activities
    c. participating in INSET and other meetings as directed by the Principal

Relationships with Parents, Other Agencies and the wider Community

11. Prepare and present informative reports, both written and oral, on pupils' progress and attainment for parents and other agencies as directed by the Principal.
12. Liaise with agencies responsible for pupils' welfare.
13. 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.

Manage Own Performance and Development

14. Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in subjects they teach.
15. Share responsibility for the implementation of school policies and practices.
16. Set a good example to the pupils they teach in their presentation and their personal conduct.
17. Evaluate their own teaching critically and use this to improve their effectiveness.
18. Participate in arrangements made in accordance with the regulations for Performance Management.

Managing and Developing Staff and Other Adults

19. Establish effective working relationships with professional colleagues including, where applicable, support staff. All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible for: **n/a**

Responsible to: **Principal**

Agreed by..... Date .....

Principal..... Date .....

Review date: This job description will be reviewed in September 2019 but may be reviewed before this date should the duties change

Sacred Heart Catholic Primary School

Person Specification for Class Teacher

Sacred Heart
Catholic Primary School
Part of The Romero Catholic Academy

	Essential	Desirable	Evidence
Qualifications/Education:			
Qualified Teacher Status	✓		A
Evidence of continuous INSET and commitment to further professional development		✓	A
CCRS qualification		✓	A
Knowledge, Skills & Experience:			
Teaching experience across the whole Primary age range		✓	AI
Evidence of Working in partnership with parents		✓	AI
Understanding of the theory and practice of providing effectively for the individual needs of all children (eg classroom organisation and learning strategies)	✓		AI
Clear understanding of the Statutory National Curriculum requirements at the appropriate key stage	✓		AI
Knowledge of the correct process for monitoring, assessment, recording and reporting of pupils' progress	✓		AI
Confident in the understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection	✓		AI
Clear understanding of the positive links necessary within school and with all its stakeholders	✓		AI
Demonstrate the use of effective teaching and learning styles	✓		AI
Knowledge of the preparation and administration of statutory National Curriculum tests		✓	AI
Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale;		✓	AI
Ability to develop good personal relationships within a team		✓	AI
Ability to establish and develop close relationships with parents, governors and the community		✓	AI
Ability to communicate effectively (both orally and in writing) to a variety of audiences		✓	AI
Ability to create a happy, challenging and effective learning environment		✓	AI
Personal Qualities:			
Passionate about positively impacting children's education	✓		AI
Comfortable dealing with parents, staff and children at all levels	✓		AI
Proactive	✓		AI

Collaborative, works well in a team	✓		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)