



Beech Hill School

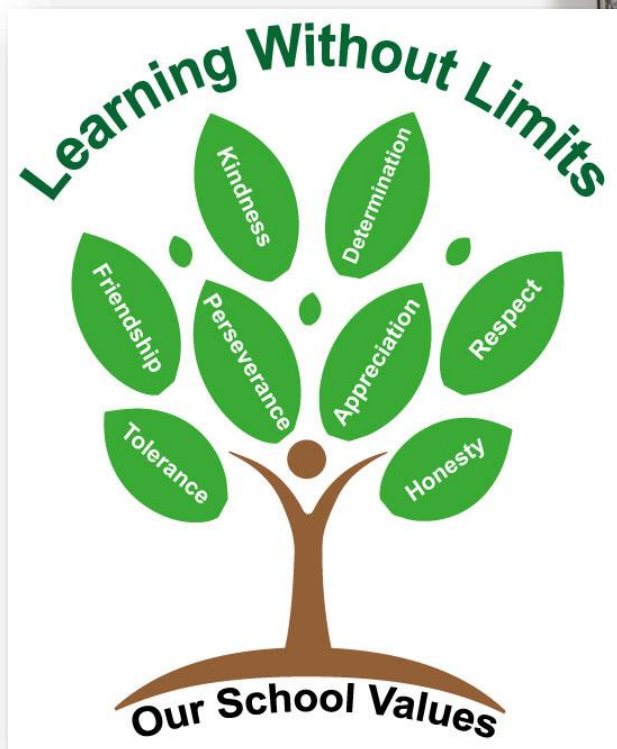


Fixed Term Teacher for Maternity Cover Job Applicant Pack



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Cover Letter from the Co-Headteachers



BEECH HILL SCHOOL

Mount Pleasant Avenue
Halifax
HX1 5TN

Tel: 01422 345004



Dear Prospective Colleague,

Thank you for expressing an interest in our vacancy at Beech Hill School. I hope that you find the information pack helpful and that you will consider applying for the role of Fixed Term Teacher (Maternity Cover) at our exceptional school. We are looking to appoint an enthusiastic primary practitioner with the ability to teach across the primary age range; depending on your experience you will teach in KS1 or Lower KS2. We operate a creative curriculum with a commitment to raising standards for all pupils.

Beech Hill is an exciting and inspirational place, our success stems from a relentless drive to put memorable learning experiences at the heart of all we do. At Beech Hill we believe that every child matters. There is a driving determination to ensure that pupils and adults in the school reach their full potential. Our ethos is a simple one '**Learning without Limits**'.

The Arts play a key role in giving every child at our school a vital channel for self-expression, and we provide a wealth of opportunities for children to discover, explore and extend their natural talents. Within our extensive grounds, our forest school offers a magical world of discovery. Here children learn first-hand about the riches of the natural environment whilst developing important life skills such as team work, problem solving and resilience.

Children have just one childhood; our intention is to provide them with inspirational and unforgettable learning experiences.

We place a high value on establishing close links between home and school so that we can work effectively together enabling each child to achieve their full potential. Therefore, we require a highly motivated and very enthusiastic teacher for our friendly and very successful primary school.

We need someone who is passionate about children's learning. You will play a vital role in helping our pupils achieve their full potential, taking an active role in our innovative school.

We want the very best people to work within our school community; someone who will work as part of the team in raising achievement through the provision of a vibrant, exciting and creative curriculum.

We look forward to hearing from you.

Mrs S Cockcroft and Mrs S Bowling
Co- Headteachers at Beech Hill School

Fixed Term Teacher - Advert

At Beech Hill, our commitment to our pupils is that we will attract, retain and develop excellent staff. The personal welfare and professional development of staff is therefore imperative. We put our team at the heart of our vision and use their talents to achieve it. We are looking for equally committed staff to join our team.

We have the following post available:

Fixed term Teacher for Maternity Cover

Salary: MPR/UPR (assessed in accordance with the Trust pay policy)

Contract Term: one-year fixed term to commence 1.9.2025 until 31.8.2026

We are looking for a teacher who has the ability to motivate and inspire our pupils to achieve their best. We are committed to our trust vision of 'Learning Without Limits' and are looking to appoint an exceptional classroom practitioner. Ideally, we would like someone who may be able to take on a subject management role (non-core) and contribute to the wider school life. We welcome applications from experienced teachers, as well as ECTs with a strong track record and proven capacity for development and growth.

We are looking to appoint an enthusiastic primary practitioner with the ability to teach across the primary age range, depending on your experience you will teach in KS1 or Lower KS2. We operate a creative curriculum with a commitment to raising standards for all pupils.

The successful candidate will be able to demonstrate the ability to work independently and use their initiative. Candidates must have effective organisational skills and a willingness to contribute to school life.

There are significant opportunities for your professional development through the Family of Learning Trust Schools and we will support your professional journey.

You will be expected to:

- Be an outstanding classroom practitioner
- Work in a creative and inspirational way with high expectations and be committed to raising standards
- Be able to challenge, motivate and support pupils
- Have excellent communication skills and a commitment to working as part of a team
- Be committed to the principles of inclusion
- Have high expectations of behaviour
- Have the ability to analyse assessment data, monitor standards and plan actions for improvement
- Have a flexible and positive approach to challenge and change.

In return we will offer:

- A friendly, caring and inclusive school community where everyone is valued.
- Enthusiastic children who enjoy learning.
- Excellent teaching facilities which create a vibrant and imaginative learning environment.
- An experienced, supportive and successful team who love to work collaboratively.
- A wealth of opportunities to support you on your chosen career path

The benefit package includes:

- Membership of Teachers' Pension with employer contribution of 28.68%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work-life balance
- Excellent team support and resources to assist with planning and assessment
- Commitment to professional development for all staff
- Opportunities to work with other schools and groups of schools to share good practice

There are significant opportunities for your professional development through the Family of Learning Trust Schools and we will support your professional journey.

CLOSING DATE: noon on Monday 9th June 2025

Assessment and interviews will take place on Tuesday 17th June 2025

For further information about Beech Hill School and for an application pack please visit our website: www.beechhillschool.co.uk

Alternatively, please ring the school office on 01422 345004 for further information (the school is closed for half term between Saturday 24th May to Sunday 8th June).

Please note we do not accept CV's, only applications made on our application form will be considered for shortlisting

Beech Hill School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

Safer Recruitment at Beech Hill School

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

Beech Hill School is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of)

employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references (**one of which must be from most recent employer**) will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ Online and social media screening on all shortlisted applicants
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.



Fixed Term Teacher - Job Description

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Main Duties and Responsibilities

To carry out duties as detailed in the current School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and all of The Family of Learning Trust and Beech Hill School's aims and policies.

Planning, Teaching and Class Management

To teach classes of children throughout the school from Foundation Stage to Year 6 by planning appropriate teaching to achieve progression of learning for pupils through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline using the school discipline policy.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Managing parents and other adults in the classroom as appropriate.

Monitoring, assessment, recording and reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupil's work and set targets for progress.
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

Other professional requirements are to:

- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and Governors and actively promote their involvement in the life of the school.
- Take on any additional responsibilities that might from time to time be determined.
- Take responsibility for their own professional development and duties in relation to school policies and practices.

The elements contained in this job description are subject to amendments, after consultation, as the needs of the school change.



Fixed Term Teacher - Person Specification

	Essential	Desirable	How Identified
1. Knowledge and skills (including any relevant or required qualifications)	<p>Qualified Teacher Status.</p> <p>Training and relevant qualifications for primary age range.</p> <p>Understand the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies).</p> <p>Knowledge of statutory National Curriculum requirements at the appropriate key stage including monitoring, assessment, recording and reporting of pupils' progress.</p> <p>Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children.</p> <p>Able to establish the positive links necessary within school and with all its stakeholders.</p> <p>Have highly competent skills for effective teaching and learning.</p> <p>Able to effectively deploy support staff to maximise pupil outcomes.</p> <p>Able to communicate effectively (both orally and in writing) to a variety of audiences.</p>	<p>Good Honours Degree or equivalent and other relevant qualifications.</p> <p>Experience of working with children who have English as an additional language.</p>	<p>Application form</p> <p>Interview</p> <p>Assessment</p> <p>References</p>

	Essential	Desirable	How Identified
2. Personal Development and Additional Learning	<p>Evidence of continuous INSET and commitment to further professional development.</p> <p>Willing to participate in further training and CPD activities.</p>		<p>Application form</p> <p>References</p>
3. Experience	<p>Recent and relevant teaching experience at primary level.</p> <p>Evidence of consistently good or outstanding teaching.</p>	<p>Experience of developing a curriculum area in school.</p> <p>Experience of working in a large multi- cultural school.</p>	<p>Application form</p> <p>References</p>
4. Initiative	<p>To be able to promote the school's aims positively, and use effective strategies to monitor motivation and morale.</p> <p>To be able to develop good personal relationships within a team.</p> <p>To be able to establish and develop close relationships with parents, governors and the community.</p> <p>Able to create a happy, challenging and effective learning environment.</p> <p>Able to motivate self and others.</p> <p>Able to remain calm under pressure. Be well-organised.</p>	<p>Understands the traditions which lie behind the communities in our society</p>	<p>Application form</p> <p>Interview</p> <p>Assessment</p> <p>References</p>

Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.

- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.





The Family of Learning Trust Vision

'Learning Without Limits'

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

Beech Hill is a friendly caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.