

Recruitment Pack

Information for Candidates



**Sherburn Hungate
Primary School**
Learning through Experience

North Crescent, Sherburn-in-Elmet, Leeds, LS25 6DD

Telephone: 01977 682434

Email: admin@shp.starmat.uk

Website: www.sherburnhungate.net

Executive Headteacher: Mr Martyn Broom

Head of School: Miss Fiona Mackay



Posts Available

Due to the rapid expansion of Sherburn Hungate, we are embarking on a large-scale recruitment drive so that we can expand to a full two-form entry primary school in September 2023.

Posts Available: Class Teachers (EYFS/KS1/KS2) x5

Post Details: 4 Full Time/Permanent Positions
1 Fixed Term (1 Year)

Pay Scale: Main Scale (M1-M6)

Start Date: September 2023



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Thank you for taking an interest in the post of Class Teacher at Sherburn Hungate Primary School.

Our school is in the process of expanding from a one-form entry to a two-form entry Primary School and as such, we are in a position to recruit four amazing class teachers to join 'Team Hungate'. We are looking to appoint across all key stages but most importantly wish to recruit the best teachers for our wonderful students regardless of whether they have an early years, key stage one or key stage two preference.

Required for September 2023, we are looking for five amazing individuals. Four posts will be permanent positions with one being fixed term until August 2024 (following a successful induction period) and we are looking to welcome candidates who are new to teaching (ECTs) and those with experience.

We are looking forward to receiving applications from colleagues who:

- ✓ *have a passion for creating a rich and exciting learning environment and a curriculum that is relevant, exciting and fun;*
- ✓ *are committed to ensuring all pupils make sustained and accelerated progress to reach their true potential;*
- ✓ *have high expectations for attainment and achievement;*
- ✓ *are excellent communicators;*
- ✓ *have a great sense of humour and a passion for working in a team.*

We can offer you lots in return. Our children are amazing, and the staff team is second to none. We are very confident that we provide a true 'everybody a leader' culture and a great place for professional learning, whatever your experience.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An online check is now part of our safer recruitment processes.

Thank you again for your interest in the posts. We look forward to welcoming you should you wish to look around our school and meet our team.



Mr Martyn Broom
Executive Headteacher



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Visits to School

We would very much like to welcome you for a visit to our school. The following dates are available and we are very flexible on times. This is because we see this as an important part of the recruitment process.

Tuesday 14th March 2023 – Whole Day availability until 1700

Friday 17th March 2023 – Afternoon availability until 1700

Tuesday 21st March 2023 – Whole Day availability until 1700

Friday 24th March 2023 – Afternoon availability until 1700

Tuesday 28th March 2023 – Whole Day availability until 1700

Friday 31st March 2023 – Afternoon availability until 1700

*Tours are in groups of no more than 6 and take place with a member of the Senior Leadership Team.



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The Application Process

Please pay attention to:

- The School Website (www.sherburnhungate.net)
- The Job Description & Person Specification
- The STARMAT Website (www.starmat.uk)
- [The Welcome Video](#)

Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of **two** professional referees with one being your current/most recent employer (with an email address for each).

[You can access the Application Form here.](#)

Support your application with a 'Supporting Statement' paying particular attention to addressing the Person Specification. Your Supporting Statement should be no more than two sides of A4 and in Arial Size 12 Font. To do this, we advise that you prepare the 'supporting statement' in Microsoft Word first, before copying and pasting it into the Application Form.



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The Application Process (Cont.)

The application process is as follows:

- Applicant completes the Application Form, including the Supporting Statement.
- Interview Panel complete a shortlisting process.
- Successful applicants are invited to interview.
- Interviews take place at Sherburn Hungate Primary School during the school day and consist of tasks and meetings with various stakeholders.
- Interview Panel makes a decision to appoint and informs interviewees of outcomes.
- Offer of contract is given to the successful candidate(s), conditional upon relevant checks.
- Process of induction starts for those who have been successful.



Process Timeline

Event	Date
Posts Advertised	Friday 10 th March 2023
Closing Date & Time for Applications	Thursday 30 th March 2023 @1300
Shortlisting	Friday 14 th April 2023
Notification of Interview	Monday 17 th April 2023 @0800
Interviews	Wednesday 19 th April/Thursday 20 th April 2023
Notification of Decision	Friday 21 st April 2023



The STARMAT

We are part of the Sherburn, Tadcaster and Rural Schools Multi-Academy Trust.

You can find out about our family of schools by clicking the link below:

www.starmat.uk



Job Description

Key Responsibilities:

- ✓ Develop and maintain an up-to-date knowledge and understanding of the areas of teaching age ranges 4-11 and pupil support for which the post holder is responsible.
- ✓ Plan work and teach to meet the learning needs of allocated pupils in a consistent and effective way.
- ✓ Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress. To maintain discipline in accordance with the rules and systems of the school.
- ✓ Monitor the progress of pupils for whom the post holder is responsible to set expectations and give constructive feedback.
- ✓ Maintain appropriate learning profiles and records to demonstrate progress made by pupils.
- ✓ Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
- ✓ Make an active contribution to the policies and aspirations of the school.
- ✓ Support the aims and ethos of the school and STARMAT, including following all the agreed policies.
- ✓ Promote equal opportunities within the school and STARMAT and to seek to ensure the implementation of the school's equalities scheme.
- ✓ To fulfil all of the responsibilities and duties required by the school's policies on teaching and learning.
- ✓ To achieve any performance criteria or targets arising from the school's performance management arrangements.
- ✓ This job description will be reviewed annually.
- ✓ To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder, may, in addition, be asked to carry out other reasonable duties within the STARMAT (which could involve working with other schools), as may be required for the benefit of the school and the students' education and wellbeing.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and support documentation in respect of these issues.



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Person Specification

Criteria	Essential	Desirable	Assessment
Qualifications and Training	QTS or Teaching Certificate	Degree	Application Form and Documentary Evidence
Experience	<p>Recent experience of teaching relevant age groups.</p> <p>Experience of planning and delivering curriculum in the Primary Phase.</p> <p>Experience of creative curriculum delivery through a range of approaches.</p>	<p>Experience of teaching in more than one school.</p> <p>Experience of planning and delivering curriculum at more than one key stage.</p> <p>Experience of leading in one or more curriculum subjects.</p>	Application Form and References
Skills & Knowledge	<p>Thorough knowledge & understanding of all relevant aspects of the National Curriculum in relation to the post.</p> <p>Ability to teach a wide range of subjects.</p> <p>To be able to use a variety of teaching styles and IT effectively.</p> <p>To be able to use a range of strategies to best accelerate pupil progress.</p>	<p>Knowledge and understanding of content of the National Curriculum.</p> <p>Ability to contribute to school level curricular developments.</p>	<p>Application Form, Supporting Statement & Interview.</p> <p>References.</p>
Personal Qualities	<p>Ability to relate to and build relationships with pupils, parents, staff and other members of the school community.</p> <p>Enthusiasm and commitment to the aims and values of the school.</p> <p>Excellent communication skills.</p> <p>A sense of humour and team spirit.</p>	Willingness to participate fully in school activities.	Application Form, References & Interview.

