

**Brownlow Fold**

**Primary School**

**Recruitment and Selection of**

**Upper Key Stage 2 Class Teacher**

**TLR Curriculum & Assessment**

**Brownlow Fold School**

**Darley Street**

**Bolton**

**BL1 3DX**

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**Contents**

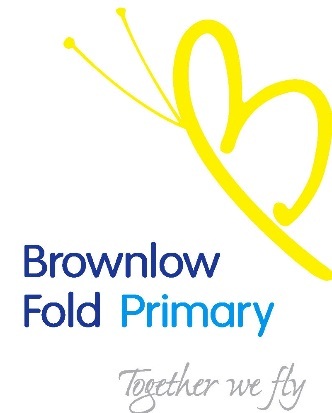
Covering letter from Headteacher

Details of Application & Selection Process

Full time, Permanent position

Job Description and Person Specifications

Application Form



Dear Applicant,

Upper Key Stage 2 Class Teacher with TLR Curriculum & Assessment

Full Time, Permanent Post

Staff at Brownlow Fold are redefining possible! We are a school that makes a difference to the lives of our children and families. We are a situated in an area of deprivation in Halliwell. Over three quarters of our pupils are from minority ethnic backgrounds and the majority of our pupils start school significantly below age related expectations. At Brownlow Fold, we teach our children to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning (even when they find something challenging).

**Brownlow Fold offers you:**

* A popular school in the heart of a multicultural community
* Happy, caring children who are eager to learn;
* An enthusiastic and dedicated team, determined to enable every child to succeed;
* Supportive parents and a committed Governing body;

**The children, staff and Governors are looking for someone who:**

* Is an experienced and outstanding teacher;
* Is able to provide help and support for pupils, and have a positive impact on classroom practice;
* Has high expectations of themselves, pupils and staff and has a passion for enabling all children and staff to reach their potential;
* Is a team player;
* Is extremely driven and committed to working with the Brownlow Fold team to secure our long term goals.

The children and staff warmly welcome you to visit our school prior to application. Please contact the Business Manager, Mrs Vickers, at the school to arrange a visit.

We look forward to hearing from you.

Mrs J. Cheung,



Headteacher

Details of Application and Selection Process:

Upper Key Stage 2 Class Teacher with TLR Curriculum & Assessment

Full Time, Permanent Post

**Key Deadlines:**

* Closing date for applications**: Noon, on Monday 27th January 2025**
* Shortlisting will be on: **Monday 27th January 2025**
* Lesson Observations and assessment task: **Monday 3rd February 2025**
* Interviews will be held on: **Monday 3rd February 2025**

Following the shortlisting process, successful candidates will be invited for an interview.

The interview process will involve a panel interview.

The successful candidate will be informed soon after the decision has been made.

Unsuccessful candidates will get the opportunity to obtain verbal feedback from the Head Teacher.

If after reading this documentation, you feel that you meet the specification for the post, and can meet the challenges facing the school, we would like to hear from you.

**Please send your completed application form**, together with a supporting statement to:

Mrs J Cheung

Brownlow Fold School

Darley Street

Bolton

BL1 3DX

Tel: 01204 333511

E-mail: office @brownlow-fold.bolton.sch.uk

**BROWNLOW FOLD PRIMARY SCHOOL**

**JOB DESCRIPTION: Curriculum and Assessment Lead TLR2**

The job description below is a communication tool that will enable you to clearly understand the expectations of your role, its essential duties, including the competences and responsibilities that your job entails. At Brownlow Fold, we want to ensure that our goals and values as an organization are reflected within all job descriptions.

**Our Mission Statement** Our mission is to improve educational outcomes for all pupils at Brownlow Fold and to ensure that pupils leave us well prepared academically, socially and emotionally for the next stage of their education.

**At Brownlow Fold, our aim is to:**

* Provide a stimulating, child-centred curriculum, which inspires pupils to learn.
* Promote challenge in a safe and nurturing environment.
* Develop pupils that are confident, resilient, self-assured learners with excellent attitudes to learning.
* Work collaboratively with all stakeholders (home / school /child / governors / community).
* Ensure that pupils are safe and feel safe at all times.
* Encourage curiosity, enthusiasm and independence.
* Engender within school a caring and sharing ethos where children, parents and staff feel welcome, valued and respected.
* Teach children to respect each other and themselves.

**At Brownlow Fold, we want our pupils to:**

* Love the challenge of learning and develop resilience.
* Be curious, interested learners who seek out and use new information to develop, consolidate and deepen their knowledge, understanding and skills.
* Thrive in lessons and regularly take up opportunities to learn.
* Recognise the difference between right and wrong.
* Discuss and debate issues in a considered way, showing respect for different ideas and points of view.
* To make informed choices about healthy eating, fitness and their emotional and mental well-being.
* Make consistently high rates of progress in relation to their starting points.

To achieve all of the above we must engage with those in the school community and beyond, to build a learning community which supports achievement and attainment because: **Together we Fly**

**BROWNLOW FOLD PRIMARY SCHOOL**

**JOB DESCRIPTION:**

**UKS2 Teacher Curriculum and Assessment TLR2**

The TLR2 is for a significant responsibility that isn’t required of all classroom teachers as well as the following:

* It focuses on teaching and learning
* It requires the exercise of a teacher’s professional skills and judgement
* It has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils both in school and nursery

**Title**

* UKS2 Teacher with a TLR2 for Curriculum and Assessment – Full Time

**Salary Grade**

* Main Scale /UPS + TLR2

# Purpose of the Job

# To be a primary school teacher with responsibility for curriculum and assessment

**Directly responsible to:**

* The Head Teacher and the Governing Body.

# Principal Responsibilities

# The professional duties of a teacher are those set out in the current Teachers' Pay and Conditions document.

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| **Main Duties - Curriculum and Assessment TLR2**  The TLR post holder will work collaboratively with the senior leadership team to:   * Refine and enhance assessment systems so that they give an accurate understanding of how well pupils are achieving in all subjects and ensure that monitoring arrangements are high quality. * Refine subject curricula to ensure that the knowledge that pupils must learn is clearly defined. * Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners. * Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes. * Establish a purposeful and safe learning environment and manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy. * Support teachers to plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. * Plan and prepare homework and other out of class work. * Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. * Deliver lessons to groups of learners or classes. * Demonstrate the positive values, attitudes and behaviour expected from learners. * Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners’ achievements. * Provide timely, accurate and constructively feedback on learners’ attainment, progress and areas of development. * Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners. * Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims. |
| **Strategic direction and development of the school**   * To support the vision, ethos, aims and objectives of the school; * Has experience/knowledge leading Curriculum development and Assessment systems; * To support strategic whole school leadership and day to day operational matters; * Has drive, flexibility and resilience to adapt to the needs of school; * Has experience of supporting vulnerable families and willingness to undertake required training. * Committed to pastoral care of all staff; * Develop an effective working relationship with all staff; * Is an outstanding classroom practitioner with knowledge and understanding of the national curriculum and assessment systems; * Be an active member of the leadership team; * Take a lead role in the school’s self-evaluation processes linked to the Quality of Education; * Work with the Head teacher, governors and staff in the formulation and delivery of the School Improvement Plan linked to the Quality of Education; * Take account of national and local initiatives.   **Teaching and learning**   * Model high standards in outstanding teaching practice; * Co-ordinate the curriculum and assessment systems throughout school; * Lead strategies to raise standards; * Overview of assessment, recording and reporting; * Lead the co-ordination of a subject area; * Prepared to teach in any age group in when necessary; |
| **Pupil support**   * Take a share in the leadership of discipline and pastoral care for pupils; * Lead collective worship.   **General**   * Carry out professional duties as outlined for teachers in the Teachers’ Pay and Conditions document; * Promote the school, playing a proactive role in local educational community at cluster and LA levels; * Ensure effective communication both internally and externally; * Show commitment to extra-curricular activities; * Undertake any professional responsibility delegated to the post |

# Pastoral Duties

* To take a role with regard to discipline and pastoral care within the framework of the agreed and adopted policies
* To offer support and guidance to staff, parents and pupils

# Academic Duties

# To act as lead subject co-ordinator for a designated area throughout school.

# To work collaboratively with a subject based team if appropriate.

* To act as the principal lead for curriculum and assessment throughout school.

**Customer Care**

* To provide quality services that are what our parents/carers and pupils want and need
* To give parents/carers and pupils the opportunity to comment or complain if they need to
* To work with parents/carers and pupils and do what needs to be done to meet their needs
* To inform the Head Teacher about what parents/carers and pupils say in relation to the services delivered

**Continuing Professional Development**

* To make every effort to access development opportunities and ensure you spend time with the school CPD co-ordinator or your staff development team leader in order to identify your development needs.
* To be ready to share learning with others
* To participate in five staff training days each academic year

**Valuing Diversity**

* To accept everyone has a right to their distinct identity.
* To treat everyone with dignity and respect and to ensure that what all members of our school tell us is valued by reporting back to the school
* To be responsible for promoting and participating in the achievement of the school valuing diversity ethos

This is not an exhaustive list of responsibilities and related duties and may be amended at the discretion of the Head Teacher to meet the needs of the school. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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| Job Description prepared/updated: | |  | |
| Job Description prepared by: | | The Head Teacher with guidance from Bolton Council Schools Human Resource Office | |
| Post Holder Signed:    Head Teacher Signed: | | Date:  Date: January, 2025 | |