



*At Holy Spirit,
with Christ as our inspiration,
our love of one another,
love of learning
and love of life itself.
We will soar to new heights...*

*Live, Love, Learn
Live, Love, Learn*



Holy Spirit Catholic Primary School

Brunswick Street, Parr, St Helens, Merseyside WA9 2JE

Head teacher: Mrs Michelle Ravey

Tel: 01744 678670 **Fax:** 01744 678670

E-Mail: holyspirit@sthelens.org.uk

Live, Love, Learn.

August 2016

Dear Applicant,

Thank you for the interest you have expressed in applying for the a TLR position at Holy Spirit Catholic Primary School.

After our successful Ofsted Inspection in December 2014 the school came out of Special Measures and continues to go from strength to strength. We are now striving to get to Good as quickly as possible. Relationships in school are very positive, the children are happy and settled in their learning and the governing body are fully involved in the life of our school. Parents are supportive and fully informed of the progress their children are making.

I am pleased to say that in September 2014 we appointed a new Headteacher, in September 2015 we appointed a new Deputy Headteacher and from September 2016 we have a new Assistant Headteacher. This is an exciting opportunity to become part of a successful, dynamic team, who have the drive, vision and the highest expectations for all at Holy Spirit. We want an inspirational practitioner; a truly outstanding classroom teacher who has the ability to lead a core Subject throughout the school.

The Catholic ethos of our school is evident in the relationships between all members of this inclusive school community. There is a strong sense of belonging and the Mission Statement is known, owned and lived.

I warmly welcome you to come and visit us on either, Wednesday 7 September or Wednesday 14 September, 2016. Please ring the school office to make an appointment (01744 678670) or to discuss alternative dates if you are unable to make the dates above. If you have any questions or would like to have an informal chat please contact Mrs Ravey.

Yours sincerely,

Mrs M.R. Ravey

Mrs Michelle Ravey
Headteacher

Holy Spirit Catholic Primary School
Brunswick Street,
St Helens,
Merseyside WA9 2JE
Tel: 01744 678670

Archdiocese of Liverpool



Email: holyspirit@sthelens.org.uk



2 TLR Positions

Group 2 NOR 210 (plus nursery)

From January 2017

£22,244 - £32831

plus TLR 2.1 (£2,613)

"At Holy Spirit, with Christ as our inspiration, our love of one another, love of learning and love of life itself. We will soar to new heights."

The governors are seeking to appoint **2 outstanding teachers** (one Early Years or KS 1 and one KS2) to lead a core area of the curriculum. Teachers must have a clear vision of education within the current educational climate of raised standards, the new curriculum and the new statutory tests. This is a superb opportunity to assist our school on its journey from Requires Improvement to good.

You will be an outstanding teacher and excellent leader who has the skills and experience to deliver rapid improvement in standards in your class. You will improve teaching and drive up achievement in your subject of all pupils in the school. You will be an excellent, dynamic communicator; able to engage a wide variety of partners, quickly developing professional relationships with all stakeholders in our community.

Prospective candidates are warmly encouraged to visit the school on either Wednesday 7 or Wednesday 14 September 2016.

To arrange a visit please contact the school office.

Application forms are available from www.sthelens.gov.uk/jobs and are returnable online or to the school office: Holy Spirit Primary School, Brunswick Street, Parr, St. Helens, Merseyside. WA9 2JE Alternatively, please contact Mrs. Yvonne Kenyon (Office Manager) on 01744 678670 to request an application pack.

Closing date: 12 noon, Friday 23 September, 2016.

Short listing date: Monday 26 September, 2016.

Lesson Observation: Week beginning 3 October, 2016.

Interviews: Wednesday 12 October, 2016.

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This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate

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.



Holy Spirit Catholic Primary School

Job description TLR positions

Job title:	EYor KS 1 Teacher or Key Stage 2 Teacher
Grade:	Main Pay Range + TLR2.1
School:	Holy Spirit Catholic Primary School
Responsible to:	The Headteacher and the Governing body.
Line Management:	Teaching and Support Staff within Phase

Main purpose of the post

- Provide leadership and management of a Core Subject, ensuring every child has access to excellent provision throughout the school.
- Lead, manage and develop subject curriculum area/s throughout the whole school.
- To be an outstanding classroom practitioner and to lead teaching and learning in Core Subject and a Foundation Subject
- To co-ordinate the curriculum of the core subject throughout the school.
- Monitoring and evaluation role throughout the school (maximizing attainment and progress beyond own class).
- Pupil behaviour and Welfare in own class and liaison with parents and other key staff.
- Assessment development and moderation in core subject across the school.
- Liaison with LA and other agencies re: standards in core subject.
- Reporting to parents in own class.
- Analysing data and reporting to the Leadership Team regarding standards and improvements in core subject.
- Liaison with other providers and external agencies e.g. EWO, Pre- School, Speech and Language etc.
- Induction of pupils and parents into the school
- Actively participate in whole school self evaluation and school improvement planning.
- To promote the Catholic ethos of the school and deliver the Come and See Programme.

In addition carrying out the duties of a class teacher as outlined in the *School Teachers' Pay and Conditions Document*, the TLR post holder will be expected to carry out the following where appropriate:

Leadership and management role

- Be a member of the senior management team (SMT) and attend meetings.
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management.
- To ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments.
- To lead regular staff meetings with team members.
- To take assemblies and Collective Worship where appropriate.
- To act as a mentor for new staff and visitors within your key stage.
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.
- To assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the head teacher and deputy head teacher.
- To prepare and present reports to the Governing Body as appropriate.

Curriculum responsibility

- Lead and develop a Core Subject and a Foundation Subject.
- Help develop and maintain a curriculum in line with National Curriculum and school policy to meet the needs of individual children within your assigned phase.
- Monitor, review and evaluate the delivery of the curriculum to ensure that it is being effectively delivered throughout the school.
- Ensure efficient use and maintenance of all material teaching resources within your phase.
- To review the subjects in order to complete a detailed action plan, identifying action required and resource implications.

Note:

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. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ Date _____

Signature of headteacher _____ Date _____



TLR Teacher PERSON SPECIFICATION

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Faith Commitment

	Essential	Desirable	Source
<ul style="list-style-type: none"> Practising Catholic or willing to support and promote the Catholic Ethos of the school 	E		A/I/R

[B] Qualification Requirements

	Essential	Desirable	Source
<ul style="list-style-type: none"> Qualified Primary Teacher status 	E		A/I
<ul style="list-style-type: none"> CCRS (Catholic Teaching Certificate) or a commitment to obtain it. 		D	A/R

[C] Professional Development

	Essential	Desirable	Source
Recent relevant CPD particularly in relation to Key stage applied for	E		A/I
Evidence of recent leadership and management professional development		D	A/I
Has successfully undertaken appropriate Child Protection training/ Designated Senior Person training or a commitment to undertake.	E		A/I

[D] Classroom/ Leadership experience

	Essential	Desirable	Source
Proven track record of outstanding classroom teaching in Early Years, KS 1 or KS2.	E		A/R/O
Involvement in the implementation of whole school initiatives	E		A/I
Experience of effective involvement of parents in their children's education	E		A/I
Successful implementation of quality assessment techniques to inform teaching and learning, including moderation	E		A/I
Experience of involvement in transition between of one of the following, home-EYFS, EYFS-KS1, KS 1 to KS 2		D	A/I

To have taken an active involvement in school self-evaluation and development planning	E		A/I
Leading and delivering continuous professional development	E		A/I
Whole School leadership of a core or foundation Subject	E		A/I
To have had responsibility for policy development and implementation throughout the school	E		A/I
Involvement in monitoring the quality of Teaching and Learning in Early Years and KS1 or KS 2		D	A/I

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Successful teaching experience in EY, KS1 or KS2	E		
Successful experience working with children from a range of backgrounds and ethnic groups and with a variety of learning needs including special educational needs and gifted and talented.	E		A/I
To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I
To be able to exemplify how the needs of all pupils have been met through high quality teaching.	E		A/I
To understand the raised expectations of the New Curriculum and the new end of Key Stage tests.	E		

[F] Professional Knowledge, Skills and Attributes

	Essential	Desirable	Source
Demonstrate an understanding of the needs of all pupils and how these could be met.	E		A/I
Ability to work as part of an effective Senior Management Team.	E		A/I
To have a secure working knowledge of the EY framework or the National curriculum and their assessment, recording and reporting requirements	E		A/I
Ability to secure high standards of pupil achievement and behaviour in the school.	E		A/I
Outstanding teacher of phonics and/ or reading, with the ability to implement and lead the systematic, high quality provision of phonics and reading in the early years, KS1 or KS 2.	E		A
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		A/I/R
To be a confident user of ICT and assessment packages for Early Years including Baseline and/or internal tracking systems,	E		A/I
Ability to inspire, lead and motivate the children and staff in the pursuit of excellence	E		A/I/O/R
Ability to develop staff and manage their performance through the Appraisal System and a willingness to undertake training in this.		D	A/I
Ability to analyse, understand and interpret Early Years performance data KS 1 and KS 2 in your Core subject.	E		A/I/R

A thorough grasp of current educational issues, including the updated OFSTED framework.	E		A/I
Show a good commitment to sustained attendance at work	E		A/I/R

[G] Personal Qualities

	Essential	Desirable	Source
Excellent interpersonal and communication skills at all levels	E		A/I/O/R
The ability to demonstrate a positive attitude and to develop and maintain positive and supportive professional relationships with children, staff, parents and governors	E		A/I
Excellent organisational and time management skills and an ability to prioritise effectively	E		A/I/O/R
An outstanding passion and drive for raising standards of teaching and learning	E		A/I/O
Positive, passionate, enthusiastic and resilient, thrives on challenge.	E		A/I/O
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E		A/I
Ability to maintain confidentiality	E		A
Commitment to equal opportunities	E		A/I
The ability to effectively lead a team of teaching and support staff	E		A/I/O
Commitment to personal and professional development	E		A/I/R
Commitment to whole school improvement	E		A/I

[H] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships (or an additional professional reference from someone who has worked alongside you)	E
Positive recommendation from all referees, including current Headteacher.	E

[J] Application Form and Supporting Statement

*The appropriate application form should be **fully completed** and legible. The supporting statement should be clear, concise and related to the specific post, in black ink, 1300 words and no more than two sides of A4*

LIVERPOOL ARCHDIOCESAN CENTRE FOR EVANGELISATION

*From the Archdiocesan
Education Department*
Tel: (0151) 522 1071
Fax: (0151) 522 1082
E-mail: aes@rcaol.co.uk



Croxteth Drive
Sefton Park
Liverpool
L17 1AA

Dear Prospective candidate

Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you *regularly* worship.'

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of
 - your current involvement in parish life e.g Eucharistic minister, reader etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.