

St. Michael's CE Primary School

Job Description and Specification - Class Teacher (Early Years) Maternity Cover



St. Michael's CE Primary is a flourishing voluntary-aided Church of England primary school committed to providing a broad and balanced education within a secure and nurturing Christian environment for boys and girls aged 3 to 11 years. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff creating an environment where everyone can reach their God-given potential.

St. Michael's is a stimulating place to work and because of this achieves excellent academic results. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development opportunities and our commitment to staff development.

Our Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long-established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and

Within our school we aim to create a secure, happy and hard-working environment in which children can develop and they are encouraged to make a positive contribution to God's world.

We are now looking to appoint an inspirational teacher to join our fantastic team.

Visits are encouraged so please contact us for more information on info@stmichaels.wandsworth.sch.uk or contact us by phone on 0208 874 7786.

Closing Date for applications: Monday 10th June 2024 12 noon

Interviews and Observations: w/c 17th June 2024

Required for: September 2024

Please note that we only consider applications made on the SDBE Application Form – click this link [SDBE Application Form](#). Download this form, complete your application and return it to sbm@stmichaels.wandsworth.sch.uk

Job Description

Job Title: Standard National Scale Teacher

Responsible To: The Phase Manager

Salary: Main Pay Scale

Contract: Maternity Cover - 1 year

General Job Description Standard National Scale

Main Purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meet the expectations set out in the teachers' Standards

Duties and Responsibilities

Teaching

Provide an effective, stimulating, well-organised classroom through:

- Planning and teaching well-structured lessons to assigned classes, following the school's plans, curriculum, schemes of work and the National Curriculum in line with the school's policies.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils main accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements from preparing pupils for external tests
- Meet the varied needs of individual learners; helping to remove barriers to learning and supporting other staff to do this
- Selecting appropriate resources and making these accessible to all learners.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values

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- Make a positive contribution to the wider life and ethos of the school
 - Work with others on curriculum and pupil development to secure co-ordinated outcomes
 - Provide cover, in the unforeseen circumstance that another teacher is unable to teach
 - Working closely with teaching and support staff in the development and delivery of the curriculum, and the pastoral work of the school
 - Relating to, and communicating with, parents, and encouraging their active participation in their child's education
 - Participating in general, curricular and policy-making meeting
 - Ensuring that the principles of the Equality Act and Equal Opportunities policies of the Local Authority, the Southwark Diocesan Board of Education (SDBE) and the school are implemented at all times.
 - Attending relevant courses to support individual professional development and the school's needs
 - Promote the mission and vision of the school

Subject Leadership

The objectives below relate to the individual subject leader role, which you would have responsibility for, ensuring that standards and levels of achievement are monitored and evaluated and where necessary appropriate action is taken. Regular feedback will need to be given to the Senior Leadership Team (SLT).

Objectives

- To further develop your role within the school and ensure that you take on fully the leadership role for your subject/faculty area.
- To continue to familiarise oneself with the routines and procedures of the school and become an active member of the relevant age phase department.
- To carry out ongoing self-evaluation/monitoring of teaching and learning standards in the area of responsibility, identifying priorities for development and action planning for improvement as part of the School Development Plan.
- To pursue your own professional development, particularly in the area of responsibility to be decided upon, and lead staff development as and when necessary.
- To carry out an internal audit of resources within the school for your area of responsibility and support staff with resourcing to match the needs of the curriculum and individual pupils.
- To be responsible for a budget for your subject and expendable resources, ensuring that there are enough materials for each class and the subject.
- To carry out any other tasks identified during the year relating to the development of your subject area within the school and as identified in the School Development Plan. (These will be included in Appraisal/the termly objective meetings schedule/discussions held with the Headteacher).

Managerial Objectives

- Take responsibility for leading a subject area across the school.
- Take a proactive role in developing curriculum policies initiatives and monitoring across the school.
- Take part in the whole school Appraisal/Performance Management process, agreeing on appropriate pupils progress and personal objectives linked to the class and area of responsibility.
- Organise and coordinate the training for the subject area for teaching staff across the school.
- Other specific areas of responsibility will be added depending upon the skills of the successful candidate.

Person Specification

When writing your supporting statement please ensure that you have **covered all the points below in order**. Please give personal examples to support the points, which make clear your role and responsibilities.

Qualifications and Experience

- Qualified teacher status
- Degree

Skills and Knowledge

- Knowledge of the National Curriculum
- Knowledge of effective teaching and learning strategies
- Ability to plan and deliver lessons to meet the needs of all learners across all areas of their development.
- A good understanding of how children learn
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils

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- Knowledge of guidance and requirements around safeguarding
 - Knowledge of effective behaviour management strategies
 - Good ICT skills, particularly using ICT to support learning
 - Ability to interpret and analyse attainment data to identify learning needs and set targets.
 - Ability to maintain high standards of behaviour and excellent discipline using positive strategies.
 - An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers.

Personal Qualities:

- Sympathetic to the Christian ethos of our Church of England School.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Committed to taking account of pupils' views for school improvements
- Reflective and self-evaluative in developing as a teacher
- Adaptable and flexible.
- Recognises the importance of confidentiality in a school context.
- Commitment to safeguarding and equality

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children, St. Michael's is the school for you.

Visits are encouraged so please contact us by phone or email to arrange a tour.

Telephone No: 0208 874 7786

Email: info@stmichaels.wandsworth.sch.uk

Find out more about us on our school website: www.stmichaels.wandsworth.sch.uk