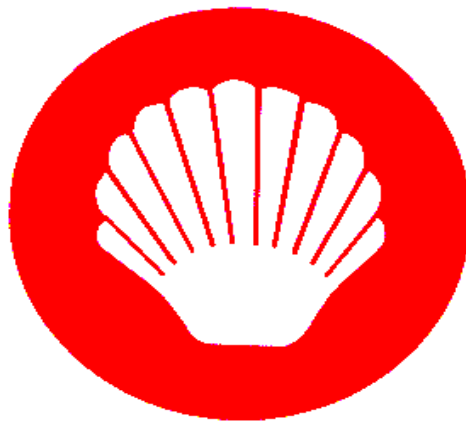


# **Temporary Class teacher**

**(Maternity Cover)**

## **Candidate Information Pack**

# **ST James Church of England Primary School**



# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

## What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

## What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.

- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**

# About St James Church of England Primary School

## **“Learn, Laugh and Live with the Love of God”**

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. We were judged ‘Good by Ofsted in February 2023’. As a Church of England school our Christian values underpin all that we do, and we have close links with the local church. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children to enable them to reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

This is an exciting time to join our school family as we continue working in partnership with Parish CE Primary School (an outstanding primary school in St Helens).

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

[www.stjamesceprimary.co.uk](http://www.stjamesceprimary.co.uk)



# Job Description

Title: Temporary Class Teacher (Maternity Cover)

Salary: £30000.00-£41333.00

Hours: Full Time

Accountable to: Executive Head Teacher & SLT

Location: St James Church of England School Haydock

**Job Purpose:** To be responsible for effective teaching and learning of general subjects, in accordance with the School Teachers Professional Standards, as well as pastoral and administrative duties in respect of pupils in the class and responsibilities in the school as detailed below.

**The postholder:** Is responsible for the supervision of the work of teaching assistants based in the class.

Interacts on a professional level with colleagues and seeks to establish and maintain productive relationship with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

## Job Description – KS2 Class Teacher

- Carry out duties of a class teacher as defined in the current National Conditions of Service document.
- Be responsible to the Headteacher for the education, welfare and development of groups of children.

### Knowledge and Understanding

- Have excellent knowledge of and keep up to date with the Curriculum guidance for Key Stage 2 and the National Curriculum.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Be familiar with school systems and structures, including the Health and Safety and Child Protection/Safeguarding policies.
- Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

## **Planning, teaching and class management**

- Plan and deliver, with regard for the school's aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge demonstrating a commitment to high achievement for all.
- Identify needs of individuals and groups within the class making effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and good behaviour and maintain a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged and to give every child the opportunity to reach their potential.
- Promote students' self-confidence and learner independence.
- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning, using a variety of teaching and learning styles keeping all pupils engaged.
- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
- Evaluate your own teaching critically to improve effectiveness.
- Has the ability to provide enjoyable, high quality and effective teaching and learning opportunities within a stimulating learning environment.

## **Monitoring, assessment, recording, reporting and accountability**

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child and use the results to inform planning.
- Mark and monitor work and homework, providing constructive feedback and setting targets for future progress.
- Set regular, ambitious yet achievable targets for the children, building on prior attainment.
- Provide reports on individual progress to the Headteacher and parents as required.
- Liaise with parents in one-to-one meetings and Parent Evenings, providing reports on individual progress to the Headteacher, Phase Leader, SENDCO and parents, as requested.

### **Other professional requirements**

- Establish and maintain effective working relationships with professional colleagues and parents and set a good example through presentation and personal and professional conduct.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Participate in duty rosters, including taking assemblies.
- Actively engage with whole school developments thereby developing your own practice.
- Participate in staff meetings as required.
- Ensure that school policies are reflected in daily practice.
- Participate in the school's arrangements for appraisal and other professional development activities.
- Safeguard the health and safety of all children.
- Contribute to the wider life of the school.
- Is committed to upholding the Christian ethos of the school.

### **Improving student behaviour, enjoyment, participation and safety**

For all the students you teach you will:

- Help build constructive, respectful relationships
- Promote tolerance and mutual respect
- Act as a positive professional role model
- Celebrate their successes
- Seek and use student voice to inform practice
- Implement school safeguarding measures and processes: know and follow school child protection reporting procedures
- Take first line responsibility for student discipline
- Use school reward and sanction systems consistently and professionally
- Support our partnership with parents/carers, involving them in their child's learning
- Ensure that there is a safe learning environment in which risks are properly assessed

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.



# Person Specification – Temporary Class Teacher (Maternity Cover)

<b>St James CE Primary School</b>	<b>Essential (E) or Desirable (D)</b>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Be a successful and inspiring teacher</li> <li>• Promote the school's aims positively, and use effective strategies to promote behaviour for learning</li> <li>• Show commitment to the personal welfare and safeguarding of children</li> <li>• Support school improvement</li> <li>• Establish and develop close relationships with parents, governors and the community</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Create a happy, challenging and effective learning environment and set excellent standards of behaviour</li> <li>• Demonstrate a willingness to lead/support in extra-curricular activities e.g. music, sport, ICT</li> <li>• Demonstrate experiences of leading a curriculum area</li> <li>• Ability to analyse and interpret data</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Hold Qualified Teacher Status</li> <li>• Evidence of further study and commitment to further professional development</li> <li>• Experience in all key stages</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>

<b>St James CE Primary School</b>	<b>Essential (E) or Desirable (D)</b>
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of National Curriculum requirements at the appropriate key stage</li> <li>• Teach RE in accordance with the Trust Deed of school</li> <li>• Display outstanding classroom practice that challenges and inspires</li> <li>• Monitor, assess, record and report on pupils' progress</li> <li>• Understand the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Develop positive links necessary within school and with all its stakeholders</li> <li>• Show a commitment to achieving and sustaining high standards</li> <li>• Have a god working knowledge of the theory and practice of providing effectively for the personalised learning needs of all children (e.g. classroom organisation and learning strategies)</li> </ul>	<p style="text-align: center;">E E E E E E E</p>
<p><b>Professional Values and Practice</b></p> <ul style="list-style-type: none"> <li>• High levels of energy and willingness to go the extra mile</li> <li>• Positive attitude</li> <li>• Commitment &amp; Enthusiasm</li> <li>• A team player and the ability to support and lead a team</li> <li>• Able to motivate self and others; Calm / supportive / caring</li> <li>• Well-organised &amp; approachable</li> <li>• Ability to inspire others and excited by new challenges</li> <li>• Be committed to personal development</li> <li>• Demonstrate willingness to contribute to others areas of school life</li> <li>• Create a safe learning environment and be a model of good relationships</li> <li>• Sympathy for Christian ethos of school</li> <li>• Evidence of current church involvement</li> <li>• Working in partnership with parents</li> </ul>	<p style="text-align: center;">E E E E E E E E E E E D E</p>

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [moira.winstanley@ldst.org.uk](mailto:moira.winstanley@ldst.org.uk) or call 01744 678545.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 11 March 2024**

**Interview Dates: 18<sup>th</sup> & 19<sup>th</sup> March 2024**

**Start Date of Post: 10<sup>th</sup> April 2024**

**School visit dates: 5<sup>th</sup> March 2024**

**Please contact the school office on 01744 678545 or email [moira.winstanley@ldst.org.uk](mailto:moira.winstanley@ldst.org.uk) to arrange a visit.**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen