



# St Mary's Catholic Primary School



**Dear Applicant,**

**Thank you for your interest in the position of Teacher (maternity cover) at St Mary's Catholic Primary School.**

This is an exciting time to be joining St Mary's, as we seek a highly committed and passionate teacher to cover maternity who is able to ignite a desire for learning in all our children.

With the support of our Trust, St Mary's is on an incredible journey of school improvement. Through a relentless focus on end of Key Stage outcomes, a strong emphasis on staff development. We have built the foundations for a bright and exciting future for this school.

From its warm and welcoming atmosphere to its unique facilities and resources to its strong relationships between staff, pupils and parents – there is so much potential here.

At St Mary's you will find a community of teachers and support staff who genuinely care about every one of our pupils, and who are dedicated to delivering an exceptional all-round Catholic education for them.

We believe that St Mary's has the potential to provide an outstanding Catholic education for the primary school children of Northampton, and look forward to finding the right individual to help us achieve that.

I hope you are as inspired by the possibilities that this post has to offer as we are.

Thank you for your interest in our school and I wish you every success in your application.

Warm regards,

# JOB DESCRIPTION

## OVERVIEW

<b>Job Title</b>	Teacher (Fixed Term Contract) – Maternity cover
<b>Closing Date</b>	12 noon, Sunday 11 <sup>th</sup> April 2021
<b>Interview Date</b>	Friday 16 <sup>th</sup> April
<b>Salary / Scale</b>	M1 – M6 ( <i>dependent on experience</i> ) ( <i>NQTs are also welcome to apply</i> )
<b>Contract type:</b>	Fixed Term Contract, Part Time (Maternity Cover) 0.8 F.T.E
<b>Purpose of the Position</b>	To promote high quality teaching, effective use of resources and the highest standards of learning and teaching for all pupils in accordance with the National Standards and as defined in the School Teachers’ Pay and Conditions Document; to also have due regard to the requirements of the National Curriculum, Trust and school policies.
<b>Key Responsibilities</b>	The professional duties of a Teacher are contained in the School Teachers’ Pay and Conditions Document and the DfES Teachers’ Standards. This job description may be amended at any time, following consultation between the Teacher and the Headteacher and will be reviewed annually.
<b>Responsible to</b>	The Headteacher
<b>Accountable to</b>	Trust Strategic Executive Lead (Chief Executive Officer)

## MAIN DUTIES

### 1. Catholic Purpose and Identity of the School

The Teacher must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church. The Teacher must undertake to develop the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and the Trust.

### 2. Teaching

- Plan and teach well-structured lessons to assigned Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils

- Use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- Create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### **3. 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 values and vision
- Make a positive contribution to the wider life and Catholic 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
- Plan and deliver Catholic acts of worship to celebrate the children's achievements

### **4. Health, Safety, Safeguarding and discipline**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's protection policy
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **5. Professional Development**

- To participate in the school's appraisal procedures
- To participate in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **6. Communication**

- Communicate effectively with pupils, parents and carers
- Communicate effectively with colleagues, Trust Directors, Governors and other external agencies.

## 7. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations
- Develop effective professional relationships with colleagues

## 8. Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## 9. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).



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## PERSON SPECIFICATION

### 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	✓		App form
Catholic Certificate of Religious Studies or equivalent		✓	App form
Degree	✓		App form
Higher Degree		✓	App form
Recent participation in range of relevant in-service training	✓		Interview

### 2. FAITH COMMITMENT

	Essential	Desirable	Evidence
Practising Catholic		✓	App Form Interview
Evidence of participation in life of faith community		✓	Priest reference

### 3. EXPERIENCE

	Essential	Desirable	Evidence
Evidence of successful primary school teaching experience	✓		App form interview
Successful promotion of positive behaviour management strategies	✓		App form interview
Successful experience of accelerating rates of pupil progress	✓		App Form Interview
Experience of working with children from diverse backgrounds		✓	Interview

#### 4. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Thorough knowledge of the whole primary curriculum	✓		Interview
Knowledge of effective learning strategies	✓		Interview
Good understanding of the different ways in which children learn and of a variety of teaching strategies.	✓		App form Interview
Ability to adapt teaching style to meet pupils' needs	✓		Interview
Demonstrate commitment to and understanding of the processes of inclusion and equal opportunities in particular knowledge of strategies for EAL pupils learning		✓	Interview
Ability to build effective working relationships with pupils	✓		Interview
Knowledge of guidance and requirements regarding safeguarding children	✓		Interview
Knowledge of effective behaviour management strategies	✓		Interview
Excellent ICT skills particularly using ICT to support learning	✓		Interview
Evidence of relevant professional development	✓		App Form Interview
Knowledge of current procedures and strategies for raising standards		✓	Interview

#### 5. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Committed to educating the whole child	✓		App form interview
Commitment to getting best outcomes for all pupils and promoting the Catholic ethos and values of the school	✓		App form interview
Demonstrate high expectations for children's attainment and progress	✓		Interview
Demonstrate ability to work under pressure and priorities effectively	✓		Interview
Commitment to maintaining confidentiality at all times	✓		Interview
Commitment to safeguarding and diversity.	✓		Interview

## 6. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other checks as required

## HOW TO APPLY

Further information about the school can be viewed on the school website:  
[www.stmaryscatholicprimaryschool.northants.sch.uk](http://www.stmaryscatholicprimaryschool.northants.sch.uk)

A candidate pack and application form are available by contacting the school either by telephoning: 01604 581011 or by email [kburdett@stmaryscatholicprimary.northants.sch.uk](mailto:kburdett@stmaryscatholicprimary.northants.sch.uk) or, downloaded from the Trust website [www.olicatschools.org](http://www.olicatschools.org) or the school's website.

Visits warmly welcomed, these will be conducted in accordance with our COVID Risk Assessments.

Completed applications to be sent to [kburdett@stmaryscatholicprimary.northants.sch.uk](mailto:kburdett@stmaryscatholicprimary.northants.sch.uk) no later than 12 noon on Sunday 11<sup>th</sup> April 2020.

Interview Date Friday 16<sup>th</sup> April 2021.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our school.