

# **Job Description and Person Specification for the position of**

## **Class Teacher (Year 3)**

(Temporary Maternity Cover for Autumn Term 2025-26)

## **At St Philip's CE (A) Primary School**

Start Date: 1<sup>st</sup> September 2025

*St Philip's CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS check, two satisfactory references and a disclosure of Criminal Record and Disqualification Declaration.*

*In line with guidance from the Safer Recruitment Consortium, an online search will also be completed for shortlisted candidates.*



Thank you for your interest in joining the St Philip's CE (Aided) Primary School team. We hope that our recruitment pack will give you all of the information you need to complete your application for the position of Class Teacher (Maternity Cover) at St Philip's Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

*We are looking to appoint an excellent Full-time Class Teacher (Maternity Cover) to join our friendly, committed and hardworking staff team. We are a growing, urban primary school close to the centre of Cambridge with a diverse and dynamic local community. We have close connections with our local churches and other faith groups as well as growing connections with the University of Cambridge. The recently appointed Headteacher is committed to ensuring an excellent standard of education for all pupils at St. Philip's. To achieve this, there is a drive to provide a culture where teachers can focus on delivering the very best, by reducing unnecessary burdens upon them. St. Philip's is highly committed to supporting the career development of all staff to ensure everyone in our community can flourish. As a Church of England school, the successful candidate will demonstrate their full commitment to the Christian vision and values of the school.*

**What we need:** A full-time Class Teacher in Year 3 (Temporary Maternity Cover)

**To start:** 01/09/2025

**Pay Scale:** MPS

The successful candidates will:

- Have a passion for learning and teaching to inspire our children with curiosity and wonder
- Be able to challenge and support pupils to achieve their full potential
- Have high expectations and a therapeutic thinking approach to pupil behaviour
- Have a friendly, positive outlook with a sense of humour
- Understand the importance of safeguarding
- Be able to work in a team and communicate effectively with staff and parents

We offer:

- A welcoming, friendly staff team and governors with a supportive and experienced senior leadership team
- Enthusiastic and inquisitive children who love to be inspired in their learning
- A vision for and clear plan to embed a curriculum of wonder
- An induction programme and ongoing commitment to CPD to grow leaders at every level

We welcome visits to the school to see us in action. Call the school office to make an appointment for visits on 01223 508707 or email [office@stphilips.cambs.sch.uk](mailto:office@stphilips.cambs.sch.uk)

You will be a valuable member of the team working with the LKS2 Team to support the children.

The successful applicant will need enthusiasm, patience, care and understanding.

## **Job Description – MPS Class Teacher**

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

- **Teaching**

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere.
- Participate in arrangements for preparing pupils for external examinations.

- **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

- **Health, safety and discipline**

- Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the School behaviour policy.

- **Management of staff and resources**

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with School policies.

- **Professional development**
  - Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
  - Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- **Communication**
  - Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.
- **Working with colleagues and other relevant professionals**
  - Collaborate and work with colleagues and other relevant professionals within and beyond the School.
  - Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.
- **Fulfil wider professional responsibilities**
  - Make a positive contribution to the wider life and ethos of the School.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher, which will be set under the School's Appraisal Policy before or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

**Job Description Agreed by:**

**Date:**

**Review Date:**

**Headteacher**

**September 2024**

**September 2025**

## PERSON SPECIFICATION FOR THE POST OF CLASS TEACHER

	Essential	Desirable	Possible Evidence
<b>Qualifications</b>	1. Qualified Teacher Status	2. Evidence of continuous INSET & commitment to further professional development	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Copies of certificates</li> </ul>
<b>Experience</b>	1. Experience within teaching	2. Experience of teaching outstanding lessons	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Portfolio</li> </ul>
<b>Professional Knowledge, Understanding &amp; Skills</b>	1. Ability to teach routinely at 'Good' or 'Outstanding' across the age & ability ranges 2. Understanding of effective teaching & learning strategies for engaging all learners 3. Challenge & support all pupils to ensure they achieve their full potential 4. Have high expectations of pupil behaviour 5. Understanding of the importance of safeguarding 6. Effective monitoring, assessment, recording & reporting of pupils' progress	7. Understanding of how learning environments support high standards	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Portfolio</li> <li>• Interview</li> </ul>
<b>People Management Skills</b>	1. Communicate effectively with pupils, parents, governors & colleagues 2. Can work as part of a team but lead when necessary	3. Experience of co-ordinating/managing the work of other staff; such as Teaching Assistants	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Portfolio</li> <li>• Interview</li> </ul>
<b>Other Personal Qualities</b>	1. Passionate about teaching & learning and willing to take creative risks 2. Self-evaluative, positive & adaptable to changing circumstances & new ideas 3. Possess professional confidence and are able to work independently 4. Possess good organisational skills 5. Sociable & outgoing		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Portfolio</li> <li>• Interview</li> </ul>

Above all, you need to like children, want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.

**The role of Class Teacher is a regulated activity** - before you proceed with your intention to apply for a position or to support us please take full consideration of the following points.

- All successful candidates will be subject to an Enhanced DBS check, including a Barred List check where applicable to the role. Where you have been shortlisted for a role, you will be required to complete a Declaration of Offences Form, disclosing all relevant previous criminal convictions and cautions. Please contact the Head teacher to discuss this step further if you wish.
- If you are shortlisted for the position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before interview. This will include social media accounts you may hold.
- We will assess your knowledge of safeguarding by asking specific questions about this area of our role during the interview process and your answer to this question will form part of our decision-making process.
- You will be provided with an induction process, and you are expected to engage with this monitored process.
- Our safeguarding policies and procedures will be explained during your induction and on a regular basis.
- St Philip's complies the Childcare Act 2006 and the Childcare (Disqualification) and childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2008. All shortlisted candidates whose role will involve the responsibility for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.
- Application forms must be completed in full. Please pay particular attention to your work history and inform us of any gaps in employment. CVs will only be accepted alongside a completed application form.
- Please ensure you state full details of your qualifications.
- References may be taken up prior to interviews and any discrepancies will be addressed during the interview process.