

St Paul's CE Primary School



PRIMARY SCHOOL CLASS TEACHER – MATERNITY LEAVE COVER

Salary range: MPS1 – MPS6 (Outer London £34,514-£46,001 FTE)
Contract Type: Contract type: Part time, 4 days per week (Monday-Thursday), 80% FTE
Commencement start and end dates: 19 February 2024 – 31 August 2024

We are an outstanding, highly over-subscribed, friendly and welcoming two form entry Voluntary Aided Church of England primary school in the heart of Winchmore Hill, close to The Green and the overground train station.

The school has a Christian ethos which is celebrated and incorporated in to the daily life of the school. The school has a strong community feel and is well supported by parents. There is an established senior leadership team in place and staff are welcoming and friendly.

This is an exciting and exceptional opportunity for candidates to develop their teaching in a wonderfully supportive school with pupils who are eager to learn. We are looking for an enthusiastic, skilled and suitably qualified Class Teacher to join our motivated team of teachers, making a positive difference to the lives of our young children. Applications from people with appropriate proven abilities, good communication and organisational skills are invited.

We are looking for someone who:

- has proven skills and abilities as a classroom teacher in a mainstream primary school
- is able to motivate and inspire pupils
- has high expectations of pupils' achievement and behaviour
- works well within a team
- will be a positive role model for children
- has excellent communication and interpersonal skills
- has high levels of self-motivation and an eagerness to take a lead
- has the ability to be reflective and continually seek opportunities to learn and develop their practice

We can offer:

- a positive and supportive teaching environment
- a school where staff are encouraged and supported to engage in ongoing professional development opportunities
- the opportunity to teach highly motivated children with exemplary behaviour
- a thoughtful and caring school where developing effective learners is our central concern
- a thriving community with a wonderfully supportive PTA that organises fun events through the year
- an exceptional outdoor learning environment in the heart of Winchmore Hill
- a school where careful consideration is given to ensure staff well-being

Visits to the school are warmly welcomed. Please contact Mrs Zmajkovic by emailing office@st-pauls.enfield.sch.uk to arrange a visit. The recruitment pack can be downloaded from <http://www.st-pauls.enfield.sch.uk> and all applications should be made directly through <https://enfieldjobs-edu.engageats.co.uk/Vacancies/W/2749/0/411971/20253/class-teacher-maternity-cover-st-pauls-ce-primary-school>.

Please note that we do not accept CVS.

Closing date: 12 noon, Monday 8 January 2024

Interviews: Thursday 11 January 2024

St Paul's is committed to safeguarding and promoting the welfare of pupils attending the school and expect all staff to share this commitment. Any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service. All candidates are required to complete the school's 'Keeping Children Safe in Education' declaration.

St Paul's CE Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.





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JOB DESCRIPTION

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Position: Class Teacher – maternity cover

Scale: MPS1-MPS6 (Outer London £34,514-£46,001 FTE)

Contract type: Part time, 4 days per week (Monday-Thursday), 80% FTE

Start date: 19 February 2024 – 31 August 2024

Reporting to: Assistant Heads of School, Head of School and Executive Headteacher

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

- 🏆 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
- 🏆 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

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
- 🏆 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



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- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate
- Attend weekly INSET sessions and INSET days

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Lead, organise and direct support staff within the classroom
- Communicate and co-operate with specialists from outside agencies
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors and at all times maintain high professional standards

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 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



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JOB DESCRIPTION

- Adhere to expectations for staff laid out in the staff handbook and staff code of conduct including confidentiality of certain information.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.



ST PAUL'S CE PRIMARY SCHOOL

CLASS TEACHER

PERSON SPECIFICATION

	Essential	Desirable
Training & Qualifications		
1. Qualified Teacher Status	✓	
2. Degree	✓	
3. Successful primary teaching experience	✓	
4. Evidence of continuing and recent professional development relevant to the post	✓	
Knowledge and understanding		
1. Knowledge of the National Curriculum	✓	
2 Knowledge of effective teaching and learning strategies	✓	
3. A good understanding of how children learn	✓	
4. Ability to adapt teaching to meet pupils' needs	✓	
5. Ability to build effective working relationships with pupils	✓	
6. Knowledge of guidance and requirements around safeguarding children	✓	
7. Knowledge of effective behaviour management strategies	✓	
8. Good ICT skills, particularly using ICT to support learning	✓	
9. Good understanding of the role of parents and the community in school improvement and how this can be practised and developed	✓	
10. Clear understanding of data analysis and the important impact this can have on achievement and attainment	✓	
Characteristics and Competencies		
1. Ability to promote the school's aims positively	✓	
2. Ability to develop good personal relationships within a team; making an effective contribution to high morale	✓	



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CLASS TEACHER

PERSON SPECIFICATION

3. Ability to establish and develop close relationships with parents, governors and the community	✓	
4. Ability to communicate effectively (both orally and in writing) to a variety of audiences	✓	
5. Ability to create a happy, challenging and effective learning environment	✓	
6. Drive and determination to inspire others to achieve high standards	✓	
7. Ability to work under pressure and prioritise effectively	✓	
8. A solution-focussed mindset and determined "no-excuses" approach to raising standards	✓	
9. A lively, creative and good-humoured approach to all aspects of teaching, management and leadership	✓	
10. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
11. High expectations for children's attainment and progress	✓	
12. Commitment to maintaining confidentiality at all times	✓	
13. Commitment to safeguarding and equality	✓	