St. Matthew’s CE Primary School

Wood Lane, Chapel Allerton

Leeds, LS7 3QF

**Tel**: 0113 2681489 **E-mail**: [headteacher@st-matthews.leeds.sch.uk](mailto:headteacher@st-matthews.leeds.sch.uk)

**Headteacher**: Miss Gemma Crawford **Chair of Governors**: Mr Nick Burrows

**Year 2 Class Teacher (Maternity Cover)**

**MPS1 to UPS3 (£31,650 to £49,084)**

**Dec 2024-July 2025**

Required from December 2024, a teacher who has previously worked in Key Stage 1, to join our large, friendly and successful multicultural church primary school. The school, governors and LDLT are looking for somebody who:

* is enthusiastic and hard working.
* is committed to high standards of attainment and behaviour.
* can work well with parents and families new to school.
* has a good understanding of how children learn.
* can inspire others.

We can offer:

* a friendly school with strong links to St. Matthew’s Church.
* hardworking, dedicated and supportive colleagues.
* a supportive governing body and leadership team.
* an eclectic and vibrant school population.
* a commitment to your professional development.

The successful candidates will be expected to support the Christian ethos of the school.

Potential applicants are welcome to visit the school by prior arrangement.

The successful candidate will be required to undertake an enhanced DBS check.  Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the population of Leeds.

Closing Date for Applications: Monday 11th November 2024

Shortlisting: Tuesday 12th November 2024

Interviews: Monday 18th November 2024

Tours of the school can be arranged by contacting:

headteacher@st-matthews.leeds.sch.uk

or alternatively calling the school office on 0113 268 1489.

**Job Description**

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| **Purpose of Job**  To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being and education of all students.  The job description should be read alongside the range of professional duties of teachers as set out in Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England. |

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| **Responsibilities**  **Teaching and Managing Pupil Learning**   * Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. * Use teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources.      * Set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour through well-focused teaching and through positive and productive relationships.   **Planning and Setting Expectations/Pupil Achievement**   * Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. * Set appropriate and demanding expectations for pupils’ learning and motivation. Set clear targets for pupils' learning, building on prior attainment. * Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Pupil Passports.   **Assessment and Evaluation**   * Assess how well learning objectives have been achieved and use this assessment for future teaching. * Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress. * When applicable, understand the demands expected of pupils in relation to the National Curriculum in Year 2/Key Stage 1.   **Relationship with Parents and the Wider Community**   * Prepare and present informative reports to parents. * Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context. * Liaise with agencies responsible for pupils' welfare.   **Manage Own Performance and Development**   * Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach. * Share corporate responsibility the implementation of school policies and practices. * Set a good example to the pupils they teach in their presentation and their personal conduct. * Evaluate their own teaching critically and use this to improve their effectiveness. * Implements and follows school’s child protection policies and procedures.   **Managing and Developing Staff and Other Adults**   * Establish effective working relationships with professional colleagues including, where applicable, associate staff.   **Managing Resources**   * Select and make good use of textbooks, technology and other learning resources which enable teaching objectives to be met. * To ensure promotion and support of Equal Opportunities and Health and Safety. * To undertake other duties that are commensurate with the post. |

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| **Relationships**  The postholder will be required to work flexibly to deliver an efficient service.  There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external agencies. |

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| Physical Conditions The post is currently based at St. Matthew’s CE Primary School.  St Matthew’s is accessible by disabled persons to the ground floor. All other floors are accessed via stairs.  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |

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| **Training**  The school encourages training both “in-house” and external to meet the needs of the individual and of the service. |

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| **QUALIFICATIONS**  Qualified Teacher Status – Essential  Honours degree - Desirable |

Employee Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| SKILLS | Ess | Des | MOA |
| High level of written, oral and communication skills | \* |  |  |
| Ability to communicate effectively orally and in writing to a range of audiences | \* |  |  |
| High level of organisational and planning skills | \* |  |  |
| An excellent classroom practitioner | \* |  |  |
| Work effectively as part of a team, relating well to colleagues, pupils and parents | \* |  |  |
| Ability to demonstrate a commitment to equality of opportunity for all pupils | \* |  |  |
| Ability to investigate, solve problems and make decisions | \* |  |  |
| Management of people and resources | \* |  |  |
| Able to use own initiative and motivate others | \* |  |  |
| Ability to demonstrate high level computing skills in personal and educational situations | \* |  |  |
| Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them | \* |  |  |
| Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure | \* |  |  |
| Ability to offer expertise in a specific subject or area |  | \* |  |
| Ability to teach across primary age range |  | \* |  |
| Commitment to an involvement in extra-curricular activities. |  | \* |  |
| Evidence of sharing in and contributing to the corporate life of the school. |  | \* |  |

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| KNOWLEDGE/PROFESSIONAL DEVELOPMENT | Ess | Des | MOA |
| Knowledge of current educational practice and issues | \* |  |  |
| Evidence of continuing professional development | \* |  |  |
| Take responsibility for their own professional development |  | \* |  |
| Effective use of technology to support learning | \* |  |  |
| Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils’ attainment and progress. | \* |  |  |
| Full working knowledge of relevant polices/codes of practice/legislation | \* |  |  |
| Knowledge of all phases of primary education |  | \* |  |
| Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning |  | \* |  |

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| LEADERSHIP | Ess | Des | MOA |
| As the lead professional in the classroom show an ability to advise and support other staff | \* |  |  |
| Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate | \* |  |  |
| Plan, allocate, support and evaluate work undertaken by other staff in the classroom | \* |  |  |
| Lead professional development through example and support |  | \* |  |

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| OTHER CONDITIONS | Ess | Des | MOA |
| Registered with the Teaching Agency | \* |  |  |

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| DISPOSITION AND ATTITUDE | Ess | Des | MOA |
| Positive and optimistic attitude towards school improvement and conclusion | \* |  | I |
| Open-minded and receptive to new ideas, approaches and challenges | \* |  | I |
| Places high priority on effective team working and works easily and comfortably in a team environment | \* |  | I |
| Commitment to an involvement in extra-curricular activities. |  | \* | I |
| Evidence of sharing in and contributing to the corporate life of the school. |  | \* | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application Form  T = Test  I = Interview  C = Certificate |