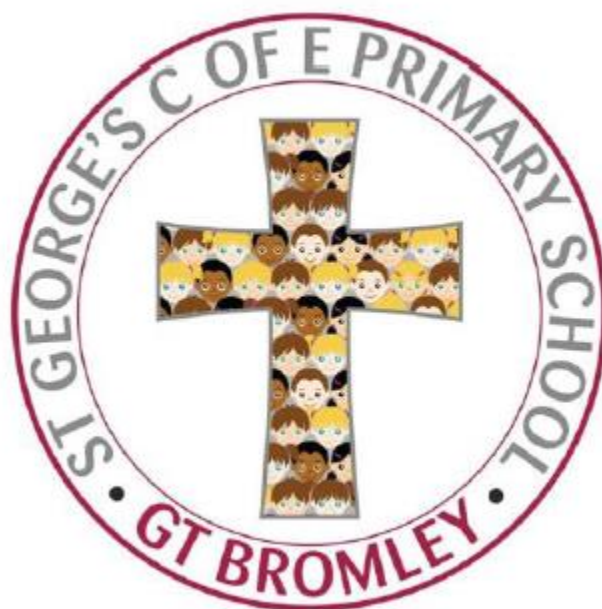


*St. George's Church of England Primary School*

*Learning for Life*



**Teacher 0.4 (KS1)**

**RECRUITMENT PACK**

**MAY 2022**



## Teacher Recruitment Pack

---

### Contents

Letter from the Headteacher	2
Job Description	3
Person Specification	5



## *St. George's Church of England Primary School*

### *Learning for Life*

Headteacher – Mrs R Keitch

Brook Street, Great Bromley, Colchester, Essex. CO7 7HX

Telephone: (01206) 230305 Fax: (01206) 231437

Email: [admin@st-georges-pri.essex.sch.uk](mailto:admin@st-georges-pri.essex.sch.uk)

Website: [www.st-georges-pri.essex.sch.uk](http://www.st-georges-pri.essex.sch.uk)

#### **Dear Applicant,**

Thank you for your expression of interest in the post of 0.4 teacher (Thursday and Friday) at St George's C of E Primary School. I am delighted to have this opportunity to provide you with some details about our school and to describe the kind of person we hope to appoint to this position.

I am very proud to be Headteacher of St George's C of E Primary. Our children are hardworking, enthusiastic and friendly and the staff are dedicated to doing the very best for every child. We aim to provide an environment which is both nurturing and challenging, encouraging all members of the school community to be the best they can be. We know that each child is an individual. We take the time to listen and get to know every pupil so that we can support them in the best possible way.

The post of KS1 teacher (0.4) is a key appointment for our school. You will work as part of a jobshare with an established member of staff, working alongside our KS1 support staff and other members of the teaching and learning support team. Being part of a small school is a big commitment and comes with the reward of being part of a wonderful community; we know all our children and families well, working closely with families to ensure pupils get the support and challenge they need to thrive.

We welcome applications from experienced teachers. We are looking for someone confident and knowledgeable, who enjoys variety and challenge in their work and who is keen to be an active part of our school community. As a small school, all teachers take on responsibility for curriculum subjects, working as part of a team led by our Assistant Headteacher. We have recently introduced a new curriculum called 'Dimensions: Learning Means the World' which clearly maps out subject coverage and progression; we are now on the journey of developing subject leadership in order to effectively monitor and drive our curriculum subjects forward.

We would love to show you around our school and share more information about this opportunity – please come and meet us! Please phone or email to arrange an appointment.

I hope that you find the information in this pack helpful. I very much look forward to meeting you to tell you more about our school and answer any questions you may have. Thank you very much for your interest in our vacancy and for taking the time to read this letter.

Yours sincerely

**Mrs R Keitch**

**Headteacher**



## Teacher (0.4)

<b>Job Title:</b>	Teacher (0.4)	<b>Reporting to:</b>	Headteacher
<b>Salary:</b>	Dependent on experience (MPS/UPS)	<b>Starting Date:</b>	September 2022
<b>Closing Date:</b>	Wednesday 18 <sup>th</sup> May (midday)	<b>Interview Date:</b>	Monday 23 <sup>rd</sup> May

### Job Description

<b>Job Purpose</b>	<p>Shared responsibility for a class (jobshare)</p> <p>Subject leadership activities to include:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul>
<b>Duties and responsibilities</b>	
Play an active role in the progress and wellbeing of pupils within any class or group to which they are assigned.	
Use formative and summative assessment effectively.	
Implement the school's schemes of work, and comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children.	
Attend staff meetings, in-service days (one for each day worked), parents' evenings, parent consultation meetings, and any other functions or meetings required.	
Assist with the organisation of, and participate in, extra-curricular activities.	
Support the school leadership wherever possible, e.g. attendance at meetings, and in preparation and displays of work, undertaking professional development	
Take responsibility for their CPD, and keep up-to-date with developments relating to the relevant phase and subject matter.	
Establish effective working relationships with colleagues, and set a good example for pupils through a high level of professionalism.	
Establish positive working relationships with parents, taking a proactive approach to addressing any concerns	
Participate in appraisal arrangements made by the school which relate to their performance and that of other teachers.	



Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other subject teachers and the subject lead.
Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.
Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
Monitor and support the overall progress and development of the pupils within the class/classes in line with national curriculum requirements.
Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
Use assessments of pupils' progress to inform future teaching.
Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
Maintain high expectations of pupil behaviour through positive and productive relationships and well-focussed teaching.
Adhere to the processes outlined in the school's Relationships and Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.



## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<p>The successful candidate will:</p> <p>Have qualified teacher status.</p> <p>Have a degree in a relevant subject</p> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Post-graduate qualification, e.g. master's degree.</li> <li>• First-aid certificate.</li> </ul>
	<b>Experience</b>	<p>The successful candidate will have experience of:</p> <p>At least two years teaching KS1 within a school environment.</p> <p>Organising and participating in extra-curricular activities.</p> <p>Conducting assessments, keeping records and producing reports on pupils.</p> <p>Implementing safeguarding procedures in schools.</p> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of teaching EYFS and KS2</li> </ul>
	<b>Knowledge and Skills</b>	<p>The successful candidate will be able to:</p> <p>Demonstrate a clear understanding of the KS1 curriculum and statutory assessments.</p> <p>Cope securely with subject-related questions which pupils raise.</p> <p>Show an understanding of relevant legislation and educational developments.</p> <p>Show how assessment and attainment information can be used to improve practice.</p> <p>Demonstrate different teaching methods, and how teaching should be adapted to cater for pupils' different needs.</p> <p>Demonstrate effective intervention strategies to improve their quality of teaching and learning.</p> <p>Show how resources can be managed and deployed effectively.</p>
<b>Communication</b>	Written	Ability to write complex reports, letters etc



	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate Good understanding of statutory frameworks relating to teaching
	Child Development	Excellent understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Work effectively as part of a team and contribute to school improvement Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently



	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.