



## **ST BEDE'S RC PRIMARY SCHOOL**

**Kingsway  
Darlington**

**DL1 3ES**

**Telephone: (01325) 466411**

**[www.stbedesrc.co.uk](http://www.stbedesrc.co.uk)**



### **CLASS TEACHER (KS2)**

**Salary: MPR/UPR (£22,467 to £38,250)**

**Hours: Full Time**

**2 Posts**

**1 x Temporary to cover Maternity. Required for September 2017**

**1 x Temporary for one year. Required for September 2017**

The Governors of St Bede's RC Primary School are seeking to appoint highly motivated, inspirational and creative Class Teachers for Key Stage 2, who are committed to promoting and enhancing education in our school where the *'Catholic Life is outstanding. Governors, leaders and staff have high expectations and a shared vision with regard to the Catholic mission and ethos of the school. The well-being and personal development of each child is at the heart of this inclusive community.'* Diocese of Hexham and Newcastle RE Inspection March 2015.

We are looking for someone who can:

- Plan, prepare and teach the National Curriculum ensuring teaching is of the highest standard.
- Create a stimulating, organised and interactive learning environment.
- Work co-operatively as part of a team, including planning work for support staff.
- Use ICT effectively in teaching and learning and as an embedded part of the curriculum.
- Work in partnership with parents, carers and other members of staff.
- Maintain good discipline in line with the school's behaviour policy.
- Assess, record and report on the development, progress and attainment of pupils systematically.
- Mark and return work within agreed time frame, provide feedback and set targets for pupils.
- Work within the Code of Practice relating to Special Needs.
- Is ideally a practising Catholic or a committed Christian who will support St Bede's school mission and ethos.

We can offer you;

- Enthusiastic, well-motivated and very well behaved children who are eager to learn.
- Friendly, hardworking and dedicated colleagues who are keen to support.
- Supportive Parents and Governors.
- A well-resourced learning environment.
- Opportunities for continued professional development.
- A continuously improving school.

This post is suitable for NQTs or experienced teachers.

Further details including job description and person specification are available from the school. Application forms are available directly from the Catholic Education Service website on the following link:

<http://www.catholiceducation.org.uk/employment-documents/application-forms>

**If you would like to visit school please call 01325 466411 to arrange an appointment. All completed forms must be returned to the Mrs King, Head Teacher, at the school via email to [admin@stbedesrc.darlington.sch.uk](mailto:admin@stbedesrc.darlington.sch.uk) or by post to the above address.**

**Closing date: noon Friday 24<sup>th</sup> March 2017**

**Shortlisting: Friday 24<sup>th</sup> March 2017**

**Interviews: week commencing 27<sup>th</sup> March 2017**

The Governing Body of St Bede's RC Primary School and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



## ST BEDE'S RC PRIMARY SCHOOL

### JOB DESCRIPTION



**POST TITLE:**

**CLASS TEACHER**

**GRADE:**

**MPR/UPR**

**REPORTING RELATIONSHIP**

**To the Head Teacher/Senior Leadership Team**

**JOB PURPOSE:**

**To carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

In drawing up this job description the Governors and the Head Teacher jointly acknowledge their responsibility, in ways defined for Head Teachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities.

### **MAIN DUTIES/RESPONSIBILITIES**

1. You are required to carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's aims, objectives and scheme of work and policies of the Governing Body. The post requires you to teach pupils in the primary age range.
2. You are required to carry out such particular duties which form part of Professional Duties as the Head Teacher may reasonably direct from time to time. Working days are to be specified by your employer or by the Head Teacher as defined in the School Teacher's Pay and Conditions Document.
3. To uphold the Christian ethos of the school.
4. To be familiar with, aspire to and evaluate personal performance against the National Standards for School Teachers.
5. To partake in the arrangements for Performance Management
6. To share the corporate responsibility for the well-being and discipline of all pupils.
7. Assist in the education process for 190 days per annum.
8. Attend training as directed by the head teacher for 5 working days per annum plus relevant staff meetings/briefings.

9. In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you

## **TEACHING DUTIES**

10. You are required to teach a class of pupils in the Primary age range and other groups as arranged and agreed, having due regard for the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
11. Co-ordinate and direct the work of teaching assistants who assigned to the class.
12. Prepare necessary resources and materials.
13. Maintain a safe and stimulating classroom environment.
14. Maintain classroom resources.
15. Follow the school's assessment and recording procedures.
16. Maintain positive relationships with parents and formally report individual's progress to parents on an annual basis.

## **ADDITIONAL**

17. Work with the staff team to maintain an attractive and well-organised school environment.
18. Carry out other duties or responsibilities as directed from time to time by the Head teacher, which could reasonably be construed as being in the remit of the post.
19. This post has a high level of contact with, and responsibility for, children.
20. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
21. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you the post holder.
22. The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
23. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
24. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **DBS CHECK** BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

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The Governing Body of St Bede's RC Primary School and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Head Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo a Disclosure and Barring Service Check (previously CRB) Check from the Disclosure and Barring Service (DBS).



ST BEDE'S RC PRIMARY SCHOOL

PERSON SPECIFICATION – CLASS TEACHER



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Application</b>	E1	Fully supported reference	AF/R			
	E2	Well-structured supporting letter indicating:- <ul style="list-style-type: none"> <li>• Beliefs</li> <li>• Understanding of important educational issues.</li> <li>• Primary teaching experience.</li> </ul>	AF			
<b>Qualifications &amp; Education</b>	E3	Qualified Teacher Status	AF/C			
<b>Experience &amp; Knowledge</b>	E4	Class teaching experience within Primary phase	AF/R/P/I	D1	Experience of teaching in EYFS, or/ and Key Stage 1 or/ and Key Stage 2	AF/R/I
	E5	Knowledge of structure and content of National Curriculum and assessment procedures	AF/I/P	D2	Subject leadership experience.	AF/R/I
				D3	Recent attendance at training on classroom practice and skills	AF/R/I
<b>Professional Development</b>	E6	Aware of professional development needs for both the short and medium term	AF/I	D4	An active interest in staff development and willing to fully participate	AF/I
<b>Skills</b>	E7	Able to demonstrate an understanding of curriculum planning, delivery and assessment.	AF/R/I	D5	Detailed knowledge of the structure and content of the National Curriculum across the primary phase	AF/I
<b>Special</b>	E8	A clear vision and understanding of	AF/I/R	D6	Able to demonstrate an understanding	AF/I/P

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Knowledge</b>		the needs of Primary pupils including special needs			of curriculum planning, delivery and assessment in the Primary phase	
	E9	Understanding and knowledge of current educational issues	AF/I/R	D7	Experience of working collaboratively with a school team.	AF/I/P
	E10	Commitment to raising achievement	AF/I/R/P			
<b>Personal Attributes</b>	E11	Supportive of the Catholic ethos of the school.	AF/I/R/P	D8	Flexibility and adaptability in order to be able to mix, work and communicate with adults, staff and pupils	I/R
	E12	Ability to form and maintain appropriate relationships and personal behaviour with children	AF/I/R			
	E13	High degree of motivation for working with children and young people	AF/I/R			
	E14	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community	AF/I/R			
<b>Special Requirements</b>	E15	Suitability to work with children	D	D9	A practising Catholic	AF/I
	E16	To contribute fully and participate in the shaping of the Catholic life of St Bede's and to support and strengthen school/home/parish/ community links.	AF/I			

Key – Stage identified			
AF	Application Form	I	Interview
C	Certificates	R	References
T	Tests	D	Disclosure
P	Presentation		

**Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.**