

CLASS TEACHER  
Fixed term Maternity Cover required for September 2024  
Greatham Church of England Primary School  
M1 – M6  
Teachers pay and conditions

Melrose Learning Trust is looking to appoint an enthusiastic teacher to join Greatham CE Primary School. The position is a one year fixed term maternity cover and is required from September 2024.

Candidates should be highly motivated with a desire to continually develop their own teaching, leadership and management skills to ensure that all children reach their full potential within a caring, stimulating and Christian environment to enable them to believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

**We require a Teacher who:**

- Has high expectations of learning and behaviour and can inspire and motivate children.
- Has an excellent knowledge of the National Curriculum objectives and expectations.
- Can communicate well with parents, carers and members of staff, as well as pupils.
- Is creative, flexible and ambitious.
- Works effectively as part of a team.
- Can contribute to the wider school community.

**What we can offer:**

- Valuable support from both Melrose Learning Trust and a strong network of Diocesan schools.
- Highly effective support staff.
- Outstanding behaviour from pupils who display excellent attitudes towards learning.
- A forward thinking committed and skilled team of professionals to work alongside.
- A warm and supportive environment in which to develop your career.
- Company pension scheme.
- Health and wellbeing support.

The successful candidate will not only benefit from the support of committed teaching and support staff but also be part of a team which is enthusiastically driving the school forward and building upon its achievements and is open to applicants of all faiths or none.

**Closing Date**

**Applications must be received by** Monday 29<sup>th</sup> April 2024 by 3:30

**Shortlisting will take place on:** week commencing 29<sup>th</sup> April 2024

**Interviews will take place on:** week commencing 6<sup>th</sup> May 2024

**How to Apply**

Applications should be returned to [office@greathamprimary.org.uk](mailto:office@greathamprimary.org.uk) or via post to Greatham CE Primary School, Greatham, Hartlepool, TS25 2EU.

For further information or if you would like to arrange a visit to the school, please contact us on 01429 870254.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring Service check.**

## CLASSROOM TEACHER Job Description

### Main Scale

The appointment is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

### The Role

To deliver outstanding teaching and learning and therefore help children achieve excellent academic, personal and social results enabling them to be lifelong learners and be a role-model who impacts the whole school community in a positive way. To design an engaging and challenging curriculum that inspires children to learn. To be a key part of our vibrant staff team and to ensure that our relationships with parents and the wider community continue to be an integral part of what we do.

**Greatham C of E Primary School is committed to the safeguarding of its' pupils and therefore the successful candidate will be subject to an Enhanced Disclosure.**

### Overall Purpose

You will be required to:

- Carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and the Professional Standards for Teachers Document Main Duties
- Demonstrate a high standard of classroom practice, making use of effective planning, evaluations, classroom organisation, visual display, stimulating resources and assessment of children's progress.
- To plan, resource and deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and all children make excellent progress.
- To provide a nurturing classroom environment that helps children to develop as lifelong learners and instil a love of learning.
- Teach engaging and effective lessons that motivate, inspire, and ensure pupil enjoyment, participation, and attainment.
- Designing and refining approaches to teaching that are effective and consistently well matched to learning objectives, integrating recent developments, including those relating to pedagogy.
- To assess, record and report on all aspects of pupils' progress and development.
- Make a significant contribution to raising standards of pupil attainment particularly in phonics through the delivery of the Bug Club scheme.
- Support the Senior Management Team in their drive for improvement.
- To provide or contribute to oral and written assessments relating to individual pupils or groups of pupils, internally, with parents and outside agencies.
- To ensure high standards of behaviour so effective learning can take place, and good relationships can be formed within the school community.
- To contribute to whole school planning activities.

- To give advice on the development and well-being of children.
- Apply teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- To attend meetings and liaise, communicate and establish constructive relationships with colleagues in school, parents/carers, outside agencies and other relevant bodies.
- Support the Christian ethos of the school including planning for and taking part in Religious Education and Acts of Worship in school and in church.
- To be involved in extra curricular activities in the school.
- To actively support all school functions.

## Responsibilities

- To play a full part in the life of the school community and support its Christian ethos, values and aims.
- To be a subject coordinator including evaluation of the subject such as work scrutinies and feedback to Governors.
- To contribute significantly to implementing workplace policies and practice and promoting collective responsibility for their implementation.
- To have high expectations and lead by example.
- To plan and work collaboratively with a class teacher colleague to ensure a smooth transition of teaching and learning.
- To work as part of a team in the setting and achieving of pupil targets
- To contribute positively to effective working relations within school.
- Lead Teaching Assistants and other supportive adults and expect high standards within the class.
- To comply with the schools Health and Safety policy and undertake risk assessments as appropriate.
- To have a thorough understanding of school's safeguarding procedures.
- To engage in Teacher Appraisal and Professional Development to ensure professional skills are developed and kept up to date.
- To share and support the school's responsibility to provide and monitor opportunities for academic and personal growth.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Post Holder

Signed: \_\_\_\_\_ Head Teacher

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

## Person Specification

### TEMPORARY CONTRACT to cover maternity to start September 2024

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Degree</li> <li>QTS</li> </ul>		Application
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Have a detailed knowledge of the relevant aspects of the curriculum and other statutory requirements and initiatives.</li> <li>Recent experience of teaching in Year 1 or Year 2.</li> <li>Knowledge and understanding of the Teaching Standards</li> <li>Understanding of inclusion issues / SEND</li> <li>Strength in at least 1 curriculum area</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate knowledge and understanding and take account of wider curriculum developments which are relevant to your work.</li> <li>Experience of planning and implementing a creative, exciting and challenging curriculum.</li> <li>Experience of teaching in mixed ability classes.</li> <li>Passion and a desire to develop and lead a subject across the school and to support staff moving a curriculum area(s) forward.</li> <li>Awareness and understanding of the impact of effective teaching of phonics using the Bug Club scheme planning and next steps for learning.</li> </ul>	Application/ interview/ tasks/ reference
<b>Planning expectations</b>	<ul style="list-style-type: none"> <li>Be able to identify clear learning intentions, content, lesson structures and sequences according to the National Curriculum, school planning structures and the pupils being taught.</li> <li>Be able to set clear targets for pupils' learning, building on prior attainment and working towards challenging individual targets.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate consistent and effective planning of lessons and sequences of lessons to meet pupils' learning needs.</li> <li>Demonstrate consistent and effective use of information about prior attainment to make clear expectations for all pupils.</li> <li>Be able to write and implement Pupil Case Studies, Pupil Passports and SEND Support Plans as well as any other paperwork as</li> </ul>	Application/ interview/ tasks/ reference

	<ul style="list-style-type: none"> <li>Have had experience of working with children with a range of special educational needs.</li> </ul>	<p>required to promote individual pupil achievement.</p> <ul style="list-style-type: none"> <li>To be able to follow plans given by outside agencies and oversee 1-1 work.</li> </ul>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Have a proven track record of very good or better teaching.</li> <li>To be able to engage children and move their learning forward by following the children's interests.</li> <li>Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.</li> <li>Use inclusive teaching methods which keep pupils engaged and inspired.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management.</li> <li>Experience of and willingness to lead extra-curricular activities</li> <li>Have a proven track record of outstanding teaching.</li> <li>To have had experience of developing a positive behaviour management policy which has impacted greatly on the whole school ethos.</li> </ul>	Application/ interview/ tasks/ reference
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Be able to assess how well learning objectives have been achieved and use this assessment to inform future teaching.</li> <li>Use school-based assessment and tracking systems to monitor progress and plan targeted next steps in learning.</li> <li>Mark and monitor pupils' learning, providing constructive oral and written feedback and identify next steps in line with the school marking policy.</li> </ul>		Application/ interview/ tasks/ reference
<b>Pupil achievement</b>	<ul style="list-style-type: none"> <li>Be able to analyse pupil progress and attainment data and use this to effectively plan provision to secure progress towards individual pupil targets.</li> <li>To ensure that standards remain high.</li> </ul>	<ul style="list-style-type: none"> <li>To support and develop colleague's assessment procedures and help them to plan their next steps for your area of subject leadership.</li> </ul>	Application/ interview/ tasks/ reference
<b>Relationships with parents and the wider community</b>	<ul style="list-style-type: none"> <li>Prepare and present informative reports to parents.</li> <li>Understand the need to liaise with outside agencies responsible for pupil welfare.</li> </ul>	<ul style="list-style-type: none"> <li>To be able to organise and lead assemblies.</li> </ul>	Application/ interview/ tasks/ reference

	<ul style="list-style-type: none"> <li>• Communicate effectively with parents and carers.</li> <li>• To be an active part in the wider community and to support the ethos of the school.</li> <li>• To be aware of the impact of mental health and well-being on children and staff and to be able to use strategies to support this.</li> </ul>		
<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to uphold a Christian ethos</li> <li>• Understand the need to take responsibility for their own professional development and keep up to date with research and developments in pedagogy and in the subjects taught.</li> <li>• Understand your professional responsibilities in relation to school policies and practices.</li> <li>• Set a good example to the children you teach in terms of your presentation and personal conduct.</li> <li>• Ability to communicate effectively in written and spoken form</li> <li>• Well written personal statement, good grammar and punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• To be experienced at working with Teaching Assistants to ensure they feel valued and to support them in their professional development where appropriate.</li> <li>• To be keen to access further CPD.</li> </ul>	Application/ interview/ tasks/ reference
<b>Managing and Developing other adults</b>	<ul style="list-style-type: none"> <li>• To be a highly effective and supportive member of the whole staff team who look to working together to provide the best possible school environment for all pupils.</li> <li>• Be able to form extremely positive relationships with children across the school, staff, governors and parents.</li> <li>• Make effective use of support staff and volunteers in the classroom and support them to be the best they can be.</li> <li>• Be able to establish good relationships and encourage good working practices within the whole school team.</li> </ul>		Application/ interview/ tasks/ reference

	<ul style="list-style-type: none"> <li>To work effectively with outside professionals that are brought into school to enhance children's learning.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>An enhanced DBS check (completed on appointment).</li> </ul>		
<b>Confidential references</b>	<ul style="list-style-type: none"> <li>Recommendation from both referees</li> </ul>	<ul style="list-style-type: none"> <li>Strong recommendation from both referees</li> </ul>	Reference