

KS1 Class Teacher – Maternity Cover

St. Alban & St. Stephen Catholic Primary School & Nursery



“Learning and Growing with God by our side”

Closing date: Thursday 23rd January 2025



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Closing Date: **Midnight, Thursday 23rd January**
Interviews: **30th January 2025**

St Alban & St Stephen Catholic Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

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KS1 Class Teacher – maternity cover

Salary: MPS Outer Fringe starting at £31,350 depending on experience.

Depending on experience possible maternity cover of KS1 phase lead role with a TLR2

ECTs and experienced teachers are welcome to apply.

Contract: Fixed term maternity cover

Required for March 2025 or start of Spring Term 2025 and we anticipate that this will be for two terms, with potential to extend further.

Are you an inspirational and exciting teacher who is keen to work with enthusiastic, articulate pupils in a supportive school community? Then we could be just the school for you!

St Alban & St Stephen Catholic Primary School & Nursery are looking to appoint an inspiring, innovative and aspirational leader to join our friendly and hard-working team. This is a temporary contract to cover maternity leave but if you are looking to further develop your leadership skills and feel you have the drive and passion to make a difference this could be the opportunity for you!

St Alban & St Stephen Catholic Primary School & Nursery is a highly regarded school in the local community, situated in historic St Albans, a cathedral town with excellent transport links. We are a popular school, enjoying the benefits of our very dedicated governing body, parents and PTA. We have close links with the parish and the local community. Our close-knit team of teachers and support staff are happy and hardworking, with high expectations and the belief that every child should be enabled to fulfil their potential.

Our school is a warm and inclusive community who learn and grow with Christ by our side.

In November 2023, Ofsted commented that our ‘compassionate’ pupils are ‘proud of their nurturing school’.

We can offer you:

- The opportunity to become part of a dynamic, professional and friendly team.
- Well-behaved, enthusiastic and responsive pupils.
- A commitment to support staff wellbeing.
- Great opportunities for professional development.
- A high quality working environment.
- Amazing outdoor learning spaces including outdoor sports courts, beautiful green spaces and an astro pitch.
- An extremely well-resourced school.
- A location close to the historic centre of St Albans with excellent transport links to London and surrounding areas.

We are looking for someone who:

- Has qualified teacher status (QTS) or is on track to achieving the qualification by September 2024.
- Is a practising Catholic or is willing to support the strong Catholic ethos of our school.
- Is keen to further develop their teaching and learning skills.
- Is committed to creating challenge, excitement, creativity and independence in learning.
- Has excellent teaching, organisation and communication skills.
- Will challenge all pupils to make exceptional progress and have high expectations of all pupils’ behaviour.
- Is a team player who has a good sense of humour and is flexible.
- Has a strong commitment to continuing professional development.
- Has a desire to work in a school with ambition, supporting the long-term vision of the Head teacher and Senior Leadership Team.

For more information about our school, please visit <http://www.ssas.herts.sch.uk>. Visits are warmly welcomed. Please contact Julia Costas to arrange a tour on **01727 866668** or email admin@ssas.herts.sch.uk.

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Primary Job Function

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers’ Pay and Conditions Document.

Members of staff should at all times work within the framework provided by the school’s policy statements to fulfil the general aims and objectives of the school’s improvement plan.

It requires the teacher:

- a) to carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the School, and
- b) to perform such particular duties as from time to time may reasonably be assigned to him/her by the Headteacher.

The main professional duties are:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan
4. Planning, preparing and evaluating courses and lessons, appropriate to the age of the pupils, and covering the range of subjects required by the Curriculum of the school, as agreed by the governors.
5. Teaching, according to their differing educational needs, the class or group assigned to him/her, in accordance with methods and teaching styles agreed by the school, and analysing progress and wellbeing of all pupils.
6. Keeping records of planned work, in accordance with methods recommended by the Head teacher and agreed with the teaching staff of the school.
7. Setting and marking work to be carried out by the children, according to their different levels of ability and attainment.
8. Organising the classroom, the educational materials and apparatus, so that it can be used to the best advantage in the learning process by all pupils.
9. Making assessments of individual pupil progress in all subject areas and keeping all required records in the agreed format.
10. Providing written reports for parents, to include academic achievement and progress in all subject areas, and personal and social qualities and needs.
11. Providing, or contributing to, other oral and written statements, assessments, reports, and references, relating to the individual or groups of pupils.
12. Observing and being observed in order to promote one’s own and other colleagues’ professional development. Contributing to the appraisal of other teachers by written or oral reports.
13. Organising educational visits and activities which support and enhance the learning of pupils.
14. Maintaining good order and discipline and safeguarding the health and safety of the children, both when they are on the school premises, and when engaged in authorised school activities elsewhere.
15. Communicating and consulting with the parents of pupils, at planned parents' meetings and at other times in accordance with directions agreed by the Head teacher.
16. Communicating and co-operating with professional bodies outside the school, and participating in discussions to promote the general progress and well-being of individual or groups of children.

17. Advising and co-operating with the head teacher and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes, and methods of teaching and assessment. Evaluating and reporting on these materials, programmes and methods in order to bring about school improvement.
18. Participating in meetings at the school which relate to the curriculum of the school or its administration or organisation, including pastoral arrangements.
19. Work with, prepare programmes with, and evaluate and report on the teaching assistants assigned to particular pupils.
20. Selecting and ordering equipment and materials for educational purposes.
21. Registering the attendance of pupils, and supervision of the children before, during or after school sessions, according to prepared rotas.
22. Participating in professional development and INSET programmes, both school based and at external training centres. Evaluate and provide written or oral feedback.
23. Providing supervisory cover, and so far as practicable, teaching any pupils whose teacher is not available to teach them, in accordance with provisions laid down in the School Teachers' Pay and Conditions Document.
24. Fulfilling the requirement to work on 195 days, amounting to a contractual total of 1265 hours in a school year. In addition to this job description you will be asked to accept responsibility for an area of the curriculum and this will be the subject of a separate document.

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Person Specification

KS1 Teacher (Maternity Cover)

St. Alban & St. Stephen Catholic Primary School & Nursery

Reporting to: Head teacher

Selection Criteria	
Candidates for this position should at least possess the following, or be willing to demonstrate a commitment to:-	
1.	A combination of personal conviction and practice of the Roman Catholic faith with an understanding of the importance of prayer, sacramental life and religious education in a Catholic School community. Where the applicant is Non-Catholic, an understanding and willingness to fully support the Catholic ethos of the school.
2.	Professional teaching qualifications (Qualified Teacher Status), experience, and personality which will give credibility to the successful candidate in working with staff, parents and governors.
3.	The ability to communicate effectively and clearly.
4.	Understanding of the issues involved in the job description.
5.	An ability to work under pressure, meet targets and deadlines, make decisions and accept responsibility.
6.	A record of attendance at, or willingness to attend, in-service training across the range of the curriculum and a good understanding of child development.
7.	Experience of teaching in the primary age range.
8.	A sense of humour and a desire to work as part of a team.
9.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
10.	A commitment to deliver services with the framework of the school’s equal opportunities policy.

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How to Apply

KS1 Class Teacher (Maternity Cover)

Application Deadline

Completed application forms must be received by **midnight, Thursday 23rd January 2025**.

To apply

Please complete the CES Application form and email the form to admin@ssas.herts.sch.uk. Alternatively, submit online via Teach in Herts.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.