

Teaching Post – Reception Class Class Teacher (0.4 FT Temporary - Thurs/Fri) Information Pack



St. Mary's CofE School
Kirkby Lonsdale

Nurturing creative thinkers...

*Trust
Perseverance
Honesty
Respect
Responsibility*



St Mary's CE School
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LA6 2DN

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Head teacher: Mr Brian Jones
Chair of Governors: Mrs Jo Gill



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Class Teacher, Temporary for two terms Spring/Summer Term (FTE 0.4) – Starting Jan 2025

Thank you for expressing an interest in the post of Classroom Teacher at this school.

St Mary's CE Primary is a one form entry school, with 235 pupils on roll, which serves the community of the parish of Kirkby Lonsdale as well as the surrounding parishes. It is a popular and high achieving school with classes often oversubscribed. We are imaginative and creative and constantly seek to improve to enable our children to achieve their very best, in all areas of learning. We are a welcoming school looking to appoint an enthusiastic Class Teacher (0.4). The role will require an excellent awareness of working as part of a team and a high level of independence. **This is a position working in Reception Class hopefully on Thursdays and Fridays until the end of summer term.**

The role will involve working as part of our staff, ensuring high quality, creative planning, excellent teaching and assessment, a sound knowledge of the curriculum and hopefully, outdoor learning.

If you would like to apply for the position, please complete the *application form* with a *covering letter* and return to school by **9am on 25th November**. I have pleasure in attaching the job description and application form which should provide all the information you need about the position.

Applications should be returned to the school office by email or paper addressed to Mr Brian Jones. **Interviews** will be held on **Thursday 28th November**. If you require any further information, please don't hesitate to contact Nancy Ashton in the school office.

I look forward to receiving your application.

Yours truly,

Brian Jones

Headteacher

Full time – Class Teacher (1.0), Permanent

St Mary's CE Primary School, Kendal Road, Kirkby Lonsdale, Carnforth, Lancs.

LA6 2DN

Tel 015242 71334

To start: Jan 2025

Position required: Temporary – (0.4) Class Teacher

The Governing Body of this thriving and highly successful primary school seek to recruit a class teacher who can work in EYFS (Reception Class)

This school wishes to appoint an effective, inspirational and enthusiastic class teacher to work within our successful, creative and inclusive Church of England Primary School. Secure knowledge of the whole curriculum as well as assessment, good behavioural management skills and EYFS experience are essential.

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;

- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the staff to ensure the implementation of school policies and best practice.

Monitoring, Assessment, Recording and Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested using *Scholarpack* to track pupils
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system reporting to parents.

Curriculum Development

- Lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

Pastoral Duties

- promote the general progress and well-being of individual students
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHE and citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively to the whole school including extra-curricular activities
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partners;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Qualified Teacher Status ➤ Degree ➤ Continuing and recent professional development relevant to the post 	<ul style="list-style-type: none"> ➤ Outdoor Learning ➤ 	<ul style="list-style-type: none"> ➤ Application Form ➤ Documentary Evidence
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> ➤ To have a clear understanding of the Early Years Foundation Stage ➤ Relevant experience of teaching in Foundation Stage ➤ Understanding of the role of parents and the community in school improvement and how this can be practised and developed. ➤ Awareness of completing the baseline and EYFS profile. ➤ To motivate and inspire pupils ➤ Experience of planning and implementing continuous provision ➤ An understanding of team work ➤ Good working knowledge of Safeguarding 	<ul style="list-style-type: none"> ➤ Experience of working in a Church of England Primary School ➤ Understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards. ➤ Forest Schools 	<ul style="list-style-type: none"> ➤ References ➤ Interview ➤ Application Form
COMMUNICATION	<ul style="list-style-type: none"> ➤ The ability to communicate effectively in a verbal and written form to a range of audiences. 		<ul style="list-style-type: none"> ➤ Application Form ➤ Interview
SKILLS AND APTITUDES	<ul style="list-style-type: none"> ➤ Recent experience of teaching phonics and early maths ➤ To be able to use effectively a variety of teaching and organisational styles and resources including ICT. ➤ Interest in sport, gymnastics, dance ➤ To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development. 	<ul style="list-style-type: none"> ➤ The ability to contribute to a specific curriculum area or areas. ➤ Outdoor Learning ➤ Experience and knowledge of Read Write Inc Phonics and Spelling 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview ➤ Specific Qualifications or experience

	<ul style="list-style-type: none"> ➤ Ability to set high standards and provide a role model for staff and pupils. ➤ Ability to deal sensitively with people and resolve conflicts. ➤ Ability to work with and deploy staff and resources effectively. ➤ Good understanding of Subject Leadership and curriculum progression and development 		
DISPOSITION	<ul style="list-style-type: none"> ➤ To be committed to raising the levels of achievement of children of all abilities ➤ Ability to develop good personal relationships within a team; making an effective contribution to high morale. ➤ Ability to promote the school's aims positively. ➤ A solution-focussed mindset and determined "no-excuses" approach to raising standards 	<ul style="list-style-type: none"> ➤ Ability and keenness to promote the school's positive culture and ethos 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Passionate about Learning and Teaching ➤ Displays warmth, care and sensitivity in dealing with children ➤ Open minded, self-evaluative and adaptable to changing circumstances and new ideas ➤ Able to enthuse and reflect upon experience ➤ Willingness to be involved in the wider life of the school ➤ Ability to prioritise ➤ Boundless enthusiasm, determination and drive to inspire others to achieve high standards ➤ To maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence 	<ul style="list-style-type: none"> ➤ Enthusiasm to provide creative clubs 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ An Enhanced Criminal Records Bureau clearance is essential ➤ A good health and attendance record. ➤ Comply with the school's No Smoking at work, alcohol at work and health & safety policies. 		<ul style="list-style-type: none"> ➤ Application Form ➤ References



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