   

**We are looking for an outstanding and inspirational**

**Class teachers**

(NQT and experienced teachers considered. TLR available for suitable candidate)

**to join our team in September 2018**

St James is a friendly, one form entry, Church of England primary school in Muswell Hill, North London N10.

We currently have 255 children on our role

**Our Head teacher is Ms Carol O’Brien**

Our web address is www.stjamesprimaryschool.co.uk

    

**Contents**

1. Letter from the Head teacher

2. Job advertisement

3. Job description

4. Person specification

Dear Applicant

Thank you for your interest in applying for the role of Class teacher at St James CofE Primary School. We are a small, friendly school and it is essential that we appoint the right person who will fit into our community. We are seeking someone who is inspiring and will feel comfortable and thrive in our supportive and hardworking environment whilst challenging us to reflect and raise our standards even further. The successful applicant will join us in our aim to provide the best education for our children in a Christian environment.

St James School is a one form entry school who has taken additional classes in September 2014 and 2015. We are situated in Muswell Hill in a beautiful part of London, just next to Highgate Woods and our school has strong links with the local church of St James.

We are a very successful school and our attainment is significantly above the national average at the end of all key stages. We believe that children thrive in a rich and exciting learning environment through a growth mind set. We offer a wide range of cross curricular opportunities in school to all classes from street dance to storytellers, taking the opportunity to explore the rich world at our doorstep in London.

We are very proud of our school, staff and our children and we are always looking to reflect and improve.

Since September 2014 our school is organised into three key phases. These phases work together to challenge and support one another and our school CDP seeks to help all our staff improve and is intrinsically linked to our school improvement plan. We welcome visits from prospective applicants on Wednesday 7th March. The closing date for all applications is on Monday 19th March and interviews for successful candidates will be held week commencing 26th March.

If you would like any further information about our school or the post, please do get in touch. We look forward to meeting you.

Yours sincerely

**Carol O’Brien**

Headteacher

**Job advertisement**

**Class teachers**

NQT and experienced teachers considered. TLR available for suitable candidate.

St James is a warm, highly successful one form entry primary school with two additional classes, in Muswell Hill – an attractive, leafy part of North London. We are looking to appoint an outstanding and inspirational teacher to join our team in September 2018.

You will

* Believe in and be committed to every child reaching their potential
* Be a positive and significant role model for our children
* Be aspirational in setting goals and high expectations for our children
* Be creative and able to inspire learning beyond the classroom
* Have the skills and the determination to make a significant difference
* Be flexible, reflective and open to feedback
* Have a strong team spirit

We can offer

* A progressive and friendly school with wonderful, high attaining children and dedicated, enthusiastic staff
* A school with strong Christian values, supportive parents and capable governors
* A senior management team who are committed to hard working staff
* A school where leadership at all levels is supported and encouraged
* A commitment to your ongoing professional development

Visits to the school from prospective applicants on Wednesday 7th March are warmly welcomed and encouraged. Please call the School Office on 0208 883 6540 to arrange one.

The closing date for all applications is on Monday 19th March and interviews for successful candidates will be held week commencing 26th March.

I look forward to hearing from you.

**Carol O’Brien**

**St James Primary School is committed to safeguarding our children and we expect all our staff to share this commitment to their protection. We practice safer recruitment and will carry out enhanced DBS checks before start dates.**

|  |
| --- |
| **Class teacher job description****Job Title: Class Teacher** **Line Manager: Head Teacher**  |
| **Main purpose of the job**  |
| * To offer all children an effective education in a stimulating environment, which provides equality of opportunity for all
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* To ensure all children make good progress irrespective of their abilities and backgrounds.
* To deliver a broad and balanced curriculum that complies with National expectations; is in line with the school’s own ethos and schemes of work and is relevant to the age and ability of the children.
* To work in collaboration and partnership with children, parents/carers, governors, other staff and external agencies and wider community
* Be familiar with, support and reinforce the aims, ethos, policies and procedures of the School with pupils, staff and parents.

*All teachers will be expected to carry out the duties and responsibilities set out in the current School Teachers Pay and Conditions Document under the direction of the Head teacher. At this school, the following areas have been highlighted as of particular importance.*  |
| **Duties & Responsibilities** *-* **Teaching**  |
| * Carry out the professional duties and standards of a class teacher, acting as a model of outstanding practice across the key stage and create a positive learning climate
* Act at all times as an ambassador for the school in a manner which upholds its Christian values and ethos and to model behaviour consistent with the school’s policies, standards and aspirations
* Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationship
 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Plan, prepare and teach a creative and innovative curriculum that includes challenging, effective and well organised lessons according to the pupils’ educational needs, with reference to prior attainment, SEN and English as an additional language, as required, in line with school policy and National Curriculum guidelines
* Assess, record and report on the development, progress and attainment of pupils in line with school policies in a timely, accurate and constructive manner, having high expectations of what all children can achieve
* Use resources effectively to secure high quality teaching, learning and assessment; have high expectations of what all children can achieve incorporating elements of social and emotional learning, personalised learning and thinking skills
* Ensure personal knowledge of current school policies and guidance is up to date and planning and teaching is compliant with these at all times
* Advise and provide positive management of the curriculum for the year group. Work collaboratively on the preparation and development of teaching materials, teaching programmes, teaching methods, assessment and pastoral arrangements as appropriate
* Work with parents as partners ensuring that they are provided with opportunities and support to help in the progress of their child
* Actively seek out opportunities to develop and maintain good relationships with parents, outside agencies and the local community.

|  |
| --- |
| **Other Class Teacher Responsibilities**  |
| * Carry out playground, lunch and other duties as directed and with a flexible approach whilst within the remit of the *School Teachers’ Pay and Conditions* document
* Communicate and co-operate with relevant external bodies, including the use of the website and electronic learning platform
* Take a full and active part in the wider life of the school (e.g. clubs & social events); have an agreed flexible working pattern to ensure that all relevant functions and activities are fulfilled
* Recognise that duties of a post may vary from time to time without changing the general character of the post

|  |
| --- |
| **Professional Learning Community**  |
| * Work as a team member and identify opportunities for working with colleagues to promote development for all participants
* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being; refine your approaches where necessary with the support of the Leadership team in order to improve standards and achievements in teaching and learning
* Participate fully with arrangements made in accordance with the revised School Teacher’s Pay & Conditions Regulations and School Teacher Appraisal Regulations
* Participate in any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school, including pastoral arrangements and assemblies
* Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management
 |
| **Health & Well Being**  |
| * Be responsible for promoting and safeguarding the welfare of children and young people within the school
* Establish a purposeful and safe learning environment

 * Manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s policies
* Raise all concerns regarding the behaviour, progress or welfare/child protection of any child with the appropriately identified person
* Ensure that the Safeguarding Policy and Health and Safety Policy are followed by you and your colleagues
 |
| **Leadership & Management**  |
| * Ensure that colleagues working with you (e.g. Teaching Assistants) are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* When appropriate, be responsible for leading a specific area of the curriculum according to the appointee’s expertise and the school’s requirements.
 |

**Administration**  |
| * Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers’ Pay and Conditions* document
* Register the attendance of and supervise children, before, during or after school sessions as appropriate
 |
| **Exercise of particular duties**  |
| * Perform any other reasonable duties as requested by the Head teacher
 |
| *Please note - This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of post holder:**  |  **Date:**  |  / /  |   |
| **Signature of Head teacher:**  |  **Date:**  |  / /  |   |

 |

 |

|  |
| --- |
| **Person Specification : Class teacher**  |
| **Qualifications & Skills**  |
| * Bachelors degree (or equivalent)
 |
| * Qualified Teacher Status (QTS)
 |
| * Knowledge of the Health and Safety and safeguarding
 |
| **Experience & Knowledge**  |
| * Training and experience of teaching
 |
| * Experience of teaching in a state and/or Church of England school
 |
| * Outstanding classroom practitioner well versed in the requirements for the age range
 |
| * Able to engage children, setting clear learning intentions which match their needs
 |
| * Knowledge of planning, assessment, evaluation & target setting appropriate to the age group
 |
| * Able to use imagination and initiative to provide stimulating and exciting learning experiences for all children in the class
 |
| **Personal Qualities**  |
| * Committed to further professional learning
 |
| * Passionate and enthusiastic about learning
 |
| * Able to listen, reflect and act upon feedback
 |
| * Ability and willingness to contribute to Collective Worship Programme and to teach RE
 |
| * Ability and willingness to contribute to the wider life of the school
 |
| * Constructive, flexible and adaptable; enjoys working as part of a team
 |
| * Will actively support the relationship with the church and the Christian ethos of the school
 |
| * Demonstrate an understanding of and commitment to providing equality of opportunity for all children.
 |