



Recruitment Pack

SALISBURY
CATHEDRAL SCHOOL

Your child at our heart



Key Stage 2 Teacher

RECRUITMENT PACK

About Salisbury Cathedral School

Salisbury Cathedral School (SCS) is a wonderful school with an enviable reputation in the area for providing children with a nurturing, varied and enriching education in the most beautiful environment, surrounded by woodland and nestled under the sheltering presence of Salisbury Cathedral.

We hold your child at our heart and seek to make every day a wonderful opportunity to explore curiously, connect meaningfully and live vibrantly. We support everyone in our community to embrace opportunity and each new day is approached with energy, gratitude and an exciting sense of possibility. We encourage our children to be curious, creative and caring; to hold a wonder about the world around them and to be ambitious for themselves and for others.

Our vibrant learning culture gives children extensive opportunities to discover and develop their talents in academic fields, in sport, in the creative and performing arts, and in the wider community. The breadth of timetabled and extra-curricular opportunities we offer rivals many larger schools and our dedicated team delivers the highest quality teaching, inspiring our pupils to bring the best in everything they do.

Our staff are known for their energy and commitment, each day striving to achieve the highest educational outcomes and bringing out the best in each child. Our personalised learning approach and ethos of always giving of your best ensures our pupils have the strongest start in life. We pride ourselves on the close relationships we build with each of our pupils and their families. We get to know their strengths, we are by their side through their struggles, we celebrate their achievements and we support them in their transition to exciting futures.

We believe that every child has something valuable to offer and that in our setting, guided by expert staff, we can find and nurture a child's gift and give each child the confidence to tackle life's challenges with spirit and determination. Based on their achievements at SCS, our pupils earn places at a variety of senior schools, often with generous scholarships.



Staff

At SCS, we look for energetic, ambitious and skilled people to work in our School. We expect our staff to play a full and positive part in the life of the School, and to contribute to the co-curricular programme. Teaching staff ensure good communication with parents, including the writing of reports; work together to create and deliver excellent schemes of work; and fulfil cover and other duties both within and after the school day.

All members of staff at SCS are expected to be fully supportive of the aims and ethos of our school and to share pastoral responsibility. They work towards encouraging each pupil to have the chance to develop to their full potential. Each staff member is expected to put children first and value each child highly, treating every pupil in a respectful and professional manner. Staff should support the school in its intention to celebrate progress and achievement, fostering a love of learning amongst pupils.

All those employed at SCS work to provide a positive environment where all children are provided with an extensive and balanced learning opportunity. Staff members ensure they are inclusive of all pupils and promote the educational, emotional, physical, social and spiritual development and well-being of our children.

Job Description

Position: Key Stage 2 Teacher

Contract: Permanent

Responsible to: Deputy Head

Hours: Full Time

Salary: SCS Scale at the point appropriate for your qualifications & experience

Start Date: Thursday 4th September 2025 or, if notice does not allow, after October half term 2025

Are you an enthusiastic, dynamic and engaging teacher with experience of teaching Key Stage 2?

Salisbury Cathedral School is looking for a first-class Key Stage 2 Teacher.

Nestled in the heart of the cathedral close in Salisbury, our school is surrounded by idyllic woodlands and has access to all the school's beautiful grounds and facilities – the perfect place for taking Key Stage 2 learning outdoors, building on our vision for teaching and learning to be active, engaging and not just classroom based!

The successful candidate will join a happy and thriving community. At SCS, we have a genuine team spirit and every single person is uniquely valued for who they are and what they bring to our community.

Blending tradition, informality and innovation, we work hard to offer a vibrant and stimulating professional environment.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Salisbury Cathedral School in relation to the post holder's professional responsibilities and duties.

Main duties and responsibilities:

- Promoting and safeguarding the welfare of children for whom you are responsible and with whom you come into contact.
- Deliver and develop the relevant curriculum using inspiring and creative approaches.
- Develop a reflective practice with a willingness to adopt new approaches and initiatives.
- Create an engaging environment in which all children can learn, develop and thrive.
- Work collaboratively with colleagues to ensure the delivery of the very best provision.
- Contribute to the on-going development of the prep department to ensure that it continues to develop as a vibrant and forward-thinking department.

- Engage with the wider life of the school, including contributing to the school's extra-curricular activities and other relevant events.
- To maintain up-to-date records of planning and assessment in line with school policy, including writing reports and attending parent consultations as needed.
- To meet the needs of all pupils to ensure that every child has an equal chance of success.
- Extend the most able pupils through enrichment and extension activities
- Work in collaboration with the Learning Support Department as needed.
- Nurture strong and respectful relationships with parents to best meet children's needs.
- Contribute to the school's cover duty rota as required by the SLT.

Other Responsibilities:

- Carry out the work of this school to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school, and also a choir school, places additional demands and responsibilities on staff who choose to work here.
- Do all you can, by the relationships that you build with pupils, staff, parents, and the wider community, to promote the caring ethos of the school and reflect its Christian foundation.
- Engage actively in the performance review process.
- Adhere to policies as set out in the staff handbook.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.



All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Carry out the work of this School to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school and also a choir school places additional demands and responsibilities on staff who choose to work here
- Support your colleagues and their work, building on all that is good and helping to re-shape what could be better
- Do all you can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of the School and reflect its Christian foundation.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the employment handbook and staff handbooks.
- Undertake other reasonable duties related to the job purpose required from time to time.

Person Specification:

Qualifications:

- Educated to degree level
- Qualified Teacher Status (QTS)
- Safeguarding training and awareness
- Record of continuing professional development (CPD)

Experience:

- Experience of teaching in the relevant age range (Key Stage 2)
- Experience of developing an engaging curriculum and a creative approach to learning

Skills:

- Strong IT skills
- Flexible approach to meet the needs of the role
- Adaptability
- Open to new ideas and approaches
- Strong team player

Personal Qualities:

- Good sense of humour
- Calm under pressure
- Positive outlook
- Ability to use initiative
- Approachable

What can we offer you?

- Salary: SCS Scale at the point appropriate for your qualifications and experience.
- A comprehensive induction programme and ongoing support.
- In conjunction with Education Support we are able to offer an employee assistance programme.
- A cycle to work scheme and with Edenred.
- A childcare voucher scheme via salary sacrifice.
- Lunch provided during term time.
- Free on site parking.
- Teachers will be automatically enrolled in our Royal London pension scheme.
- Staff are entitled to up to 50% discount on their children's school fees.



How to Apply

How to Apply

If you would like to apply for this post, please complete the application form on the TES website.

Closing Date: Friday 25th April 2025

Interview Date: Wednesday 7th May 2025

For any queries, please speak to:
Mrs Charli Hilliard, HR Administrator:
01722 555318 or hr@salisburycathedralschool.com

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

Salisbury Cathedral School will seek references on shortlisted candidates prior to interview and may approach previous employers for information to verify particular experience or qualifications.

If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although the employer may, where appropriate, answer 'not applicable' if their duties have not brought them into contact with children or young persons.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have already been selected, as well as possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.



For candidates invited to interview

Interviews will be conducted in person and the areas explored will include suitability to work with children. Further details of specific interview content will be sent to selected candidates ahead of interview dates.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- Photographic proof of ID (driving licence or passport)
- Proof of right to work in the UK (passport, or a full UK birth/adoption certificate, together with an official document giving their permanent National Insurance number)
- A utility bill or financial statement showing the candidate's current name and address and dated within the last three months
- Where appropriate any documentation evidencing a change of name
- Please note that originals of the above are necessary.
- Photocopies or certified copies will not be sufficient.

Conditional Offers to successful candidates

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory DBS check
- Verification of professional status such as GTC registration, QTS Status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

Warning

Where a candidate is found to be on the DfE Barred List/List 99 or the Protection of Children Act List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or found to have provided false information in, or in support of, their application; or the subject of serious expressions of concern as to their suitability to work with children; the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

Safeguarding

Salisbury Cathedral School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in any area of responsibility at Salisbury Cathedral School, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and wellbeing of pupils and adopt a child-centred approach considering, at all times, the best interests of the child. Failure to do so may be regarded as professional neglect.

Equal Opportunities

Salisbury Cathedral School is committed to achieving equality of opportunity for all people who work and study at the School. We respect and value the diversity of our staff and pupils.

We seek to employ a workforce that reflects the diverse community at large, as we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

We will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age, disability and unrelated criminal convictions.



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