



Vacancy Application Pack

Post: **Class Teacher (Y2)**

Salary: Main Pay Scale (M1-M6)

ECT welcome to apply

Contract: Part Time (0.5 FTE)

One Year Fixed Term Contract

Closing date: 12<sup>th</sup> July 2022 (12.00pm)

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST  
ST JOHN RIGBY PRIMARY SCHOOL

*'God's will be done through work and play, as we follow Jesus day by day'*



Dear Applicant,

Thank you for your interest in the teaching vacancy at St John Rigby Catholic Primary School. We are currently recruiting for a part-time teaching position for a Year 2 class, starting in September 2022.

It is my great privilege to be the Headteacher of St John Rigby, which is an excellent school with a supportive, family-orientated community; it is a special place for all students to learn and grow as individuals.

As a Catholic community, we share a desire to see each individual, precious child, develop in a loving, safe and inspiring environment. All of the children are encouraged to grow in the love of God and to develop their unique and God-given talents, striving for excellence in everything they do.

Our successes are achieved with thanks to the hard work of dedicated members of staff and directors, supportive parents/carers and inspirational pupils who strive to live out our values of Faith, Love, Hope, Trust and Forgiveness in every aspect of their school life.

We expect the very best for all our students and insist upon impeccable standards of behaviour. Pupils are required to dress smartly, be polite and courteous, and prepared to engage fully in their learning.

I am blessed to work with some truly exceptional members of staff who place the needs of students at the centre of every decision. Great value is placed on this integrity and commitment and we work hard to support and maintain the wellbeing of staff. Excellent CPD programmes can be accessed with fantastic and exciting opportunities within our Trust Schools and Teaching School – Inspirit.

Our school is a well-ordered and friendly environment. Our students are happy and confident; our staff are committed to their profession. Together we are working hard to make St John Rigby a truly excellent school.

As a school, we require teachers who are committed, creative and evidence driven. Above all, we require teachers who have a passion for helping children achieve their best both academically and socially and a willingness to support the ethos that we truly value.

If you feel you would like to work in our vibrant school then we would really like to hear from you and look forward to receiving your application.

Yours faithfully

Michele McGettigan  
Headteacher





## CLASS TEACHER - JOB DESCRIPTION

<b>Post Title:</b>	Class Teacher (Year 2)
<b>Salary:</b>	Main Pay Scale (M1 – M6 dependant on experience)
<b>Contract Type:</b>	Part-Time (0.5 FTE) Fixed Term for 1 Year (in the first instance)
<b>Responsible to:</b>	Headteacher

**Main purpose:** To promote high quality teaching, effective use of resources and the highest standards of teaching and learning for all pupils in accordance with the National Standards and as defined in the School Teachers' Pay and Conditions Document; to also have due regard to the requirements of the National Curriculum, Trust and school policies

The Class Teacher will:

- Fulfil the professional responsibilities of a teacher, having full accountability for the day-to-day work and management of an assigned class, including the safety and welfare of all pupils;
- Meet the expectations as set out in the Teacher's Standards;
- Promote the vision, aims and objectives of the school, following policies and maintaining our philosophy of education;
- Play a full part in the life of the school and support its distinctive Catholic ethos.

***Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Class Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The role also depends on the skills brought by the candidate. The job description and specific responsibilities are subject to annual review. An outline of the key duties and responsibilities are outlined below.***

### **Duties and Responsibilities**

#### **1. Catholic Purpose and Identity**

- ❖ The Teacher must understand the nature and purpose of Catholic education and must be committed to sustain the Catholic identity of the school and safeguard the teaching of the Church. The Teacher must undertake to develop the children in the understanding and knowledge of their faith in all undertakings and have due regard to the Catholic character and ethos of the school and the Trust.

#### **2. Teaching and Learning**

- ❖ Plan and teach well-structured lessons to assigned to assigned classes, following the school's plans, curriculum and schemes of work;
- ❖ Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- ❖ Adapt teaching to respond to the strengths and needs of pupils;
- ❖ Use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources;

- ❖ Create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident;
- ❖ Set high expectations which inspire, motivate and challenge pupils;
- ❖ Promote good progress and outcomes by pupils;
- ❖ Demonstrate good subject and curriculum knowledge;
- ❖ Participate in arrangements for preparing pupils for external tests.

### **3. Whole school organisation, strategy and development**

- ❖ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- ❖ Make a positive contribution to the wider life and ethos of the school;
- ❖ Work with others on curriculum and pupil development to secure coordinated outcomes;
- ❖ Provide cover, in the unforeseen circumstance that another teacher is unable to teach;
- ❖ Plan and deliver Catholic acts of worship to celebrate the children's achievements;
- ❖ To participate in staff meetings as required;
- ❖ To ensure that school policies are reflected in daily practice.

### **4. Health, Safety and Discipline**

- ❖ To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and school-specific procedures that apply to this role;
- ❖ To promote good attendance and monitor it in accordance with School policy;
- ❖ To promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's protection policy;
- ❖ To maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **5. Professional Development**

- ❖ To take part in the school's appraisal procedures;
- ❖ To continue professional development in order to support school priorities and improve personal practice, maintaining a portfolio of training undertaken and the impact on practice;
- ❖ To participate in the school's appraisal procedures.

### **6. Communication**

- ❖ To communicate and consult with parents over all aspects of children's education – academic, social and emotional;
- ❖ To create effective written reports to parents and SLT to advise of pupil progress
- ❖ To communicate effectively with colleagues, Trust Directors, Governors and other external agencies

### **7. Working with colleagues and other relevant professionals**

- ❖ Collaborate and work with colleagues and other relevant professionals within and beyond the school including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations;
- ❖ Develop effective professional relationships with colleagues.

## **8. Personal and Professional Conduct**

- ❖ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- ❖ Have proper and professional regard for the Catholic ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- ❖ Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

## **9. Any Other Duties**

- ❖ The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.
- ❖ This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.
- ❖ The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.
- ❖ Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

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## CLASS TEACHER - PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS &amp; TRAINING</b>			
1 Qualified Teacher Status	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2 Degree or equivalent	✓		
3 Recent participation in range of relevant in-service training	✓		
4 Participation in external professional development in the last 3 years		✓	
5 Up-to-date knowledge and awareness of current educational initiatives, issues and trends		✓	
6. Catholic Certificate of Religious Studies or equivalent		✓	
<b>FAITH COMMITMENT</b>			
1 Commitment to contribute to the ethos and values of the school	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2 Understanding of the distinctive nature of a Catholic school		✓	
3. Practicing Catholic		✓	
3 Evidence of participation in life of a faith community		✓	
<b>EXPERIENCE</b>			
1 Evidence of successful primary school teaching experience	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2 Successful promotion of positive behaviour management strategies	✓		
3 Successful experience of accelerating rates of pupil progress	✓		
4 Experience of leading a subject and development of a curriculum area		✓	
5 Experience of working with children from diverse backgrounds		✓	
<b>SKILLS &amp; KNOWLEDGE</b>			
1 Thorough knowledge of the whole primary curriculum	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2 Knowledge of effective teaching and learning strategies and how to implement them effectively	✓		
3 A good understanding of how children learn and how to adapt teaching to meet their needs	✓		
4 Ability to build effective working relationships with pupils	✓		
5 Good IT skills, particularly using ICT to support learning	✓		
6 Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓		
7 Knowledge of good behavior for learning strategies and how to implement them effectively	✓		
8 Knowledge and understanding of the implications of equal opportunities and inclusion	✓		
9 Knowledge of legal requirements, national policy and guidance on the safeguarding of children	✓		
10 Knowledge of current procedures and strategies for raising standards		✓	
<b>PERSONAL QUALITIES</b>			
1 Commitment to educating the whole child	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
2 Commitment to getting best outcomes for all pupils and promoting the Catholic ethos and values of the school	✓		
3 High expectations for all pupil attainment and progress	✓		
4 Ability to work under pressure and priorities effectively	✓		
5 Commitment to maintaining confidentiality at all times	✓		
6 Commitment to safeguarding and diversity	✓		
7 Ability to listen/communicate clearly with a range of audiences	✓		
8 A reflective practitioner with a commitment to continuing professional development	✓		
9 Flexible, resilient and strong organisational skills	✓		

## **CONFIDENTIAL REFERENCES AND OUTCOMES**

Applicants must be able to positively provide the following information if successfully appointed:

- ❖ At least 2 written professional references
- ❖ Confirmation of professional and personal knowledge, skills and abilities
- ❖ Positive recommendation from current employer or training organisation
- ❖ Satisfactory health and attendance record
- ❖ Satisfactory enhanced DBS check and other checks as required

## **HOW TO APPLY**

Please visit our school website – [www.stjohnrigby.com](http://www.stjohnrigby.com) and check the Join Us pages.

For an informal visit or conversation please contact Mrs M Zafar on 01234 401900 or email [mzafar@sjr.beds.olicatschools.org](mailto:mzafar@sjr.beds.olicatschools.org)