



# St. Michael's CE Primary School

## Class Teacher Job Specification





St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

It is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports and Excellent in our Recent Church school inspection. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development portfolio and our commitment to staff development.

We are now looking to appoint an inspirational teacher to teach in our school. This is an incredibly exciting opportunity for experienced teachers looking for a new challenge and would thrive on the opportunities provided by joining an Outstanding school.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk) or look on our website: [www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)





# **WELCOME TO ST. MICHAEL'S CE SCHOOL**



## **FULL TIME CLASS TEACHER KS1 or KS2 CLASS POST INFORMATION**

### **ADMIN DETAILS**

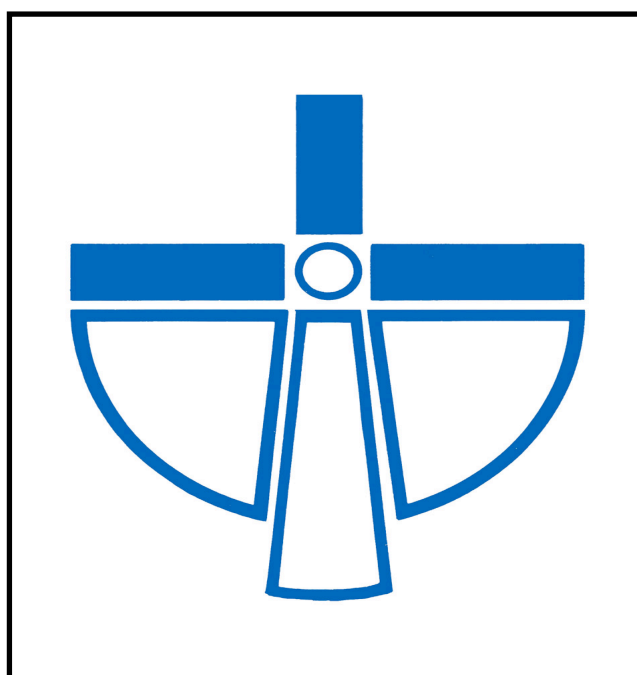
**Closing Date: FRIDAY 28<sup>TH</sup> FEBRUARY 2020:  
12:00 NOON**

**Shortlisting: FRIDAY 28<sup>TH</sup> FEBRUARY 2020**

**Interviews and observations: THURSDAY 5<sup>TH</sup> MARCH**

**Required for: SEPTEMBER 2020**

**Visits most welcome: Contact on 020 8874 7786**





## **ST. MICHAEL'S CE SCHOOL** **FULL TIME CLASS TEACHER** **Required for September 2020**



- Are you looking to develop your teaching career in an Outstanding school?
- Are you looking for a part time post within a supportive staff and parent community?
- Would you like the opportunity to be part of a dynamic and very successful team?
- Would you love to work in a school where you will be given the opportunity to progress professionally?
- Do you have the necessary teaching skills to plan, teach and assess so that all pupils move forward and have a broad and balanced curriculum?

### **If so read on...**

The Governors are looking for a full-time class teacher who is passionate about teaching and high expectations and standards for all pupils. We are seeking to appoint an excellent teacher to join our wonderful school as of September 2020.

This post will be in line with the National Teaching Standards and career level expectations – dependent on experience. The job specification gives greater detail.

### **We can offer you:**

- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders - as recognised by Ofsted and SIAMS - who will provide constant support and development opportunities
- A very supportive parent / school community

For an application pack please refer to our school website <http://www.stmichaels.wandsworth.sch.uk/our-school/vacancy-info/> where all the information can be downloaded.

An application pack can be downloaded from the Wandsworth Council website [www.wandsworth.gov.uk/jobs](http://www.wandsworth.gov.uk/jobs). Completed application forms should be returned to the school either by email or post.

**Please note that we only consider applications made on the SDBE Application form.**

**Please complete your Personal statement using our Job Specification points**

**Closing date: FRIDAY 28TH FEBRUARY 2020 (at 12:00 noon)**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service check. For all teaching staff a teaching qualification and skills check is also required.



# ST. MICHAEL'S SCHOOL PROFILE



St. Michael's is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and for the end of term services.

## **Our Recent SIAMS Church Inspection 2019 stated that:**

The school has a deeply embedded inclusive Christian vision which excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward thinking and outward looking institution. It successfully challenges and nurtures pupils' academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.

## **We consider ourselves to be a friendly, family orientated school serving the community of Southfields. Our last Ofsted Inspection cited:**

"This is an outstanding school. The great majority of parents agree. They say that their children make excellent progress here and are very happy." **(Ofsted 2008)**

"All pupils make outstanding progress from their starting points and, by the end of Year 6, their overall standards are well above average". **(Ofsted 2008)**

The full report can be viewed on our school website [www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)

Children enter the Reception class in September prior to their fifth birthday and we hope stay with us until Year 6 when at the age of eleven years they transfer to secondary school. There are 14 classes in total as we are two-form of entry.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own "Positive Behaviour Policy" which is a result of whole staff, Governor, parent and pupil input.



# JOB DESCRIPTION

## FULL TIME CLASS TEACHER



**Job Title:** Standard National Scale Teacher

**Responsible To:** Headteacher - Mrs. Ann-Marie Grant

### **General Job Description Standard National Scale:**

- 1. The teacher will ensure that at all times they provide an effective, stimulating, well-organised classroom by:**
  - planning, preparing, assessing, evaluating and modifying teaching processes according to the National Curriculum, in line with the school's policies.
  - meeting all the varied needs of individual learners; helping to remove barriers to learning and supporting other staff to do this;
  - selecting appropriate resources and making these accessible to learners.
  - maintaining regular records of learner's progress and achievement and reporting to parents as required.
- 2. The teacher will contribute to the general development of the school by:**
  - working closely with teaching and support staff in the development and delivery of the curriculum, and the pastoral work of the school;
  - attending relevant courses to support individual professional development and the school's needs;
  - relating to, and communicating with, parents, and encouraging their active participation in their child's education;
  - participating in general, curricular and policy-making meetings;
- 3. The teacher will ensure that the principles of the Equality Act and Equal Opportunities policies of the Local Authority, the Southwark Diocesan Board of Education (SDBE) and the school are implemented at all times.**
- 4. To carry out, demonstrate and be committed to all of the National Teaching Standards in line with career level expectations.**

### **Professional Objectives for NQTs:**

**These will be matched to the objectives set at the end of the teacher training undertaken and will then form part of the first term objectives against the National Teaching Standards**

### **Professional Objectives for experienced teachers:**

**Please note that NQTs will follow the NQT standards as part of their objectives during their NQT year.**

**The objectives below relate to the individual subject leader role, which you would have responsibility for (dependent on experience), ensuring that standards and levels of achievement are monitored and evaluated and where necessary appropriate action is taken. Regular feedback will need to be given to the Senior Leadership and Management Team (SLMT)**

- To further develop your role within the school and ensure that you take on fully the leadership role for your subject / faculty area
- To continue to familiarise oneself with the routines and procedures of the school and become an active member of the relevant age phase department.
- To carry out ongoing self-evaluation/monitoring of teaching and learning standards in the area of responsibility, identifying priorities for development and action planning for improvement as part of the School Development Plan.
- To pursue your own professional development, particularly in the area of responsibility to be decided upon, and lead staff development as and when necessary.
- To carry out an internal audit of resources within the school for your area of responsibility and support staff with resourcing to match the needs of the curriculum and individual pupils;
- To be responsible for a budget for your subject and expendable resources, ensuring that there are enough materials for each class and the subject.
- To carry out any other tasks identified during the year relating to the development of your subject area within the school and as identified in the School Development Plan. (These will be included in Appraisal/the termly objective meetings schedule / discussions held with the Headteacher).

### **Managerial Objectives**

- Take a pro-active role in developing curriculum policies initiatives and monitoring across the school.
- Take part in the whole school Appraisal/Performance Management process, agreeing appropriate pupils progress and personal objectives linked to the class and area of responsibility.
- Organise and co-ordinate the training for the subject area for teaching staff across the school.

**Other specific areas of responsibility will be added dependent upon the skills of the successful candidate**





# JOB SPECIFICATION



When writing the supporting statement **please ensure** that you have **covered all the points below in order.** Please give personal examples to support the points, which make clear your role and responsibilities.

<b><u>Criteria</u></b>	<b><u>Essential (E)</u> <u>or</u> <u>Desirable (D)</u></b>	<b><u>Method of Assessment:</u></b> Application (A) Reference (R) Interview (I) Observation (O) Portfolio (P)
<b><u>Qualifications</u></b> Have achieved QTS status and skills test	E	A/I
Evidence of ongoing relevant professional development.	E	A/I
<b><u>Experience:</u></b> Teaching experience in the primary age range	E	A/I/R
Experience of planning and assessing learning and progress of all pupils.	E	A/I/R
<b><u>Knowledge, Skills and Abilities:</u></b> Excellent awareness of safeguarding	E	A/I/O
Classroom Practice rooted in the principles of "Every Child Matters" and Equal opportunities and Inclusion.	E	A/I/O
Evidence of knowledge and use of a range of assessment strategies to track and support pupil progress against the National Curriculum.	E	A/R
Successful behaviour management skills.	E	A/I/O/P
Consistent good/outstanding grading of teaching observations in line with Ofsted.	E	A/I/O



<b><u>Criteria</u></b>	<b><u>Essential (E)</u> <u>or</u> <u>Desirable (D)</u></b>	<b><u>Method of</u> <u>Assessment:</u></b> Application (A) Reference (R) Interview (I) Observation (O)
Use of a range of teaching styles to motivate, engage and inspire all learners.	E	A/I/O
Confident use of classroom resources including ICT to support learning.	E	A/I/R
Ability to communicate well and work in partnership with parents and carers.	E	A/I/R
Experience of providing for a range of additional learning needs including using additional support staff in lessons.	E	A/I/R
Evidence of working collaboratively with other teachers and staff.	E	A/I
		A/R/I
<b>Personal Qualities:</b> Sympathetic to the Christian ethos of our Church of England School.	E	A/I
High expectations of all learners	E	A/I/R
Reflective and self-evaluative in developing as a teacher	E	A/I/R
Adaptable, positive and flexible.	E	A/I
Recognises the importance of confidentiality in a school context.	E	A/I/R





# SHORTLISTING AND INTERVIEWS



**We ask applicants to note the following points before applying:**

**The closing date and time for all applications is  
FRIDAY 28TH FEBRUARY 2020 (12:00 NOON).**

- All applications will be processed and a short-list drawn up.
- **Short-listed Candidates:** Contact will be made with short-listed candidates by the **end of FRIDAY 28<sup>TH</sup> FEBRUARY 2020 and times arranged to observe teaching and interview times for THURSDAY 5<sup>TH</sup> MARCH 2020.**

**To ease the short-listing process we ask applicants to note the following:**

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When writing the supporting statement please ensure that you have covered all the points in the **Job Specification Selection Criteria in order**. Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees

**Visits are welcome and actively encouraged as you will be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time.**

**If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children then St. Michael's is the school for you!**

**We look forward to hearing from you.**

**Find out about us on our school website  
[www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)**