



# Class Teacher Application Pack



## Welcome

I am delighted you have taken the time to learn more about St Matthew's and are considering applying to join our successful school team. We are looking for an outstanding teacher who is ready to make a difference to our children's lives and let them shine.

St. Matthew's is a thriving family of children, parents, staff and governors who work together to create a fantastic school for our community. Our school's vision is taken from Matthew 5:16:

### **'Let your light shine'**

We believe all children can shine at St Matthew's and we strive for every member of our school family to succeed and flourish with us.

This was recognised in our outstanding January 2016 church-school inspection and Ofsted in May 2017 which said St Matthew's is a place 'where everyone feels proud to belong' and judged us to be a good school.

This commitment to our children's education helped St Matthew's be recognised by UNICEF as a school where children's rights are valued and promoted. We are now proud to be the first school in Trafford to be a UNICEF Rights Respecting School.

Our children love their school and thrive. They enjoy roasting marshmallows over a fire in the outdoor classroom, performing Shakespeare at the Royal Exchange Theatre and spending time reading to our school dog, Iris.

Working at St Matthew's is incredibly rewarding. Our outstanding staff team are dedicated to our children and our vibrant, urban community of Stretford. The welfare and wellbeing of our staff are a high priority for the school, along with a real commitment to high-quality professional development.

If St Matthew's sounds like a school where you would love to teach and make a difference to children's lives, then we would love to hear from you.

With best wishes,

Peter Langridge

Headteacher

## Our Vision and Aims



*Children's education should develop each child's personality, talents and abilities to the fullest.'*

*Article 29 UN Convention on the Rights of the Child*

As a UNICEF Rights Respecting School, St Matthew's has placed the UN Convention on the Rights of the Child at the heart of our school's ethos and culture. Our commitment to children's rights ensures all our children achieve our school vision to 'Let Your Light Shine'.



## **Advert- St Matthew's CE Primary School KS2 Class Teacher**

### **Key Stage 2 Class Teacher**

Maternity cover starting January 2020

Full time and temporary      MPS (suitable for an NQT or more experienced teacher)

St. Matthew's is a dynamic and thriving school family who work together to create a fantastic school for our community. Our school's vision is taken from Matthew 5:16. 'Let your light shine'. We believe all children can shine at St Matthew's and we strive for every member of our school family to succeed and flourish with us.

We are looking to appoint an outstanding and enthusiastic Key Stage 2 teacher who is committed to educational excellence. Our supportive governors would encourage applications from experienced teachers and NQTs looking to develop their careers.

We are looking for someone who:

- Is an exceptional and dedicated classroom practitioner with experience of raising achievement
- Is innovative, compassionate and positive
- Has the highest expectations of all children's attainment and behaviour
- Fully supports our core Christian values and our vision as a church school
- Is a team player who thrives in a collaborative working environment
- Has an understanding of the challenges and rewards of teaching in a vibrant and diverse urban community

We can offer the successful candidate:

- Incredible children who love their school and love to learn
- An ambitious school with a clear vision and the highest aspirations for its children
- A school that cares for and nurtures every member of our school family
- A strong commitment to your continuing professional development
- A supportive Headteacher and school family

Our Headteacher would warmly welcome potential candidates to visit the school on **Tuesday 10<sup>th</sup> December at 4.30pm**, and this can be arranged by contacting the school office on **0161 865 1284**. More information about our school and the position can be found on our website: ***stmatthews.trafford.sch.uk***.

**Closing date: 9am Friday 13<sup>th</sup> December (emailed to [admin@stmatthewsce.co.uk](mailto:admin@stmatthewsce.co.uk))**

**Interviews: Tuesday 17<sup>th</sup> December**

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an enhanced check for regulated activity from the Disclosure and Barring Service.

## Person Specification

Criteria		Essential /Desirable
<b>Qualifications and Training</b>	Qualified Teacher Status Good honours degree Trained to teach KS2 Evidence of recent and relevant INSET related to teaching KS2 (including KS2 statutory assessment training)	Essential Essential Desirable Desirable
<b>Experience</b>	Successful teaching experience with a track record of outstanding teaching (desirably in KS2) Experience of enabling pupils with different learning needs and varying starting points to maximize their learning Managing support staff effectively to ensure best outcomes Experience working in a school that serves a diverse urban community Outdoor learning	Essential Essential Essential Essential Desirable
<b>Knowledge, skills and abilities</b>	An excellent understanding of the pedagogy, curriculum and assessment (including statutory) in KS2 Ability to plan, teach and assess effectively for a range of pupils A practical understanding of inclusion and equal opportunities Strong subject knowledge, particularly of English and Mathematics, and early child development Respect for pupils' social, cultural, linguistic, religious, ethnic backgrounds with an understanding of how these may affect their learning Effective written and verbal communication Excellent ICT skills Ability to motivate and inspire children and be creative Ability to work as part of a team Have a positive approach to behaviour management High expectations of our youngest children	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential



<b>Personal and Professional Attributes</b>	Committed, organised, flexible, patient and with a sense of humour	Essential
	Enthusiasm and a passion for learning in KS2	Essential
	An approachable manner and good interpersonal skills	Essential
	Ability to develop positive relationships with children, parents, colleagues and other professionals	Essential
	Commitment to professional development	Essential
	Willingness to share good practice	Essential



## JOB DESCRIPTION

**Title of Post:** Classroom Teacher

**Salary Scale:** Main pay scale (temporary maternity cover)

**Responsible to:** Phase Leader, Deputy Headteacher & Headteacher

**Purpose of Job:** To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated for each specific academic year

### Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2009 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him". These conditions are attached at the back of the job description.

### Professional Duties

#### 1. Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher
- Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to pupils and parents in line with the School Marking and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies
- Administering assessment tasks and tests in line with school policy

### **Other Activities**

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well-being of individual pupils throughout the school.
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above
- To inform the Headteacher immediately of any concerns regarding a pupils welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain good behaviour among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and well-being in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To register pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

### **Management**

- To plan, organise and manage the work of Teaching Assistants assigned to the class, in order to have a positive impact on pupil progress
- To liaise with the SENCO to contribute to the planning and organising of the work of TAs in order to have a positive impact on pupil progress
- To ensure that the TAs assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

### **Training and Development**

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in appraisal in line with school policy



## **2. Development of School Phase**

1. To work with other staff in the School Phase to formulate and review policy documentation as set out in the School Improvement Plan, in full consultation with teaching staff and in particular Key Stage Managers
2. To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate
3. To collaborate with and support the School Phase Manager with developing schemes of work, ensuring progression and continuity across the school.
4. To liaise with other phases, schools and outside agencies to ensure progression and continuity
5. To attend courses and meetings and to evaluate and report back to staff on the essential issues covered
6. To keep up to date with current trends and research and to debate as appropriate
7. To take an active role in organising special curriculum events, as agreed with the Headteacher
8. To arrange for the display of pupils' work in central areas as requested by the Headteacher
9. To contribute information to parents' meetings

To carry out any other duties reasonably requested by the Headteacher or Deputy Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.