



**St Michael's Prep School**

**The Joy & Wonder of Learning**



## **KS1 TEACHER (MATERNITY COVER)**

**Salary:** St Michael's Teaching Pay Scale

**Application Deadline:**

5<sup>th</sup> October 2022

**To start:** January 2023 for up to 1 year

**Interview Date:**

Friday 14<sup>th</sup> October 2022

**Full Time** (Maternity Cover)



St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Working within the Pre-Prep in Year 2, the successful candidate will have QTS and will be able to offer skilled and inspiring teaching, perhaps refined through experience and be excited by the prospect of working in a close-knit team with an outstanding record and reputation. Pre-Prep staff are committed to giving our children the best start in their education.

As part of the St Michael's staff, you will have responsibility for the safeguarding and the welfare of the pupils in your care. You will be highly organised and confident in dealing with parents. You will have bags of initiative and will be a reliable, positive, team player.

Our Maternity Cover teacher needs to be:

Passionate about teaching our Pre-Prep children and able to inspire them. A teacher with a sense of fun and bags of energy and enthusiasm who is also creative and caring would be just right!

**Benefits of working at St Michael's Prep:**

As we are an independent school our terms are just 33 weeks long (5 weeks shorter than state schools). Our Teaching staff work 34 weeks per year which includes INSET days, when training for interesting and relevant topics is provided. All staff working over the lunch period are entitled to a complimentary hot or cold lunch during term time. There is complimentary use of the swimming pool (at agreed times only). Annual salary review, classes are small, parking on site is free, and we would welcome you to the St Michael's family with a comprehensive, interesting induction program.





***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like the opportunity to find out more, please call Kim or Sathya in the HR team for a chat, we are happy to answer any questions you may have before applying.

Early applications welcomed.

Please complete a teaching staff application form downloadable from our website, vacancies page [Join Us | St Michaels School](#)

Please submit your application form with a covering letter (in MS word or PDF format only) including details of the skills, qualities and experience you have, and why you would like to apply for this position to:

Mrs. Kim d'Albertanson at [recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** Wednesday 5<sup>th</sup> October 2022 at 9am

**INTERVIEW DATE:** Friday 14<sup>th</sup> October 2022

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*



## **JOB DESCRIPTION – KS1 /YEAR 2 TEACHER (MATERNITY COVER)**

### **RESPONSIBLE TO:**

- Head of Pre-Prep
- Pre-Prep Deputy Head
- KS1 Co-ordinator
- The Head
- Governing Body

### **KEY RESPONSIBILITIES**

#### Teaching and Learning

- Plan, prepare and deliver inspirational lessons to Year 2 children.
- Monitor and assess children's work and maintain all records and reports in line with School requirements.
- Differentiate for the needs of each child and liaise with the Learning Development Manager as necessary.
- Work well with other KS1/Year 2 teachers to plan the curriculum
- Share your initiative and enthusiasm with Pre-Prep staff and be a reliable, positive member of our team
- To teach KS1/Year 2 curriculum as defined, with regard to both style and content outlined in the school documentation; to show a high level of planning and organisation for the effective delivery of the curriculum.
- To jointly plan and organise appropriate educational trips.

#### Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success
- Understand the importance of Safeguarding procedures and the welfare of children at all times

#### Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary





### Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning and to provide cover for teachers as the need arises
- To take part in team meetings, liaising with colleagues to ensure a high level of well-being for all our children.
- To delegate and direct teaching assistants as appropriate
- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to carry out all professional duties effectively
- To have regard to the health and safety of all children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

A full-time teaching assistant is employed to work alongside the teacher in each class. We also have dedicated teachers for Music, French and Sports.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **PERSON SPECIFICATION**

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- resilient



- flexible
- great team players
- computer literate
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Our Teachers need to have:

- Qualified Teacher Status
- a warm and encouraging manner
- a secure understanding of the progression expected within the National Curriculum
- experience of assessment
- energy
- commitment
- patience
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would organise)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a great sense of humour

It would be desirable if the candidate were to have:

- Level 1 Safeguarding Training
- Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification





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*"At St Michael's we work as a team: teachers, pupils and parents."*

*-Deputy Head of Pre-Prep*