

St Anselm’s Catholic Primary School

Dartford

**Class Teacher Information for applicants**

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**The Parish School of St Vincent’s**

# Class Teacher Start date: February 2023

**Salary: Main Pay Scale (Fringe)**

Thank you for your interest in this post at St Anselm’s Catholic Primary School.

We are looking for an outstanding practitioner with the expertise to teach in KS1 . This is a part-time (2 days a week, Thursday/Friday). This is a fixed term contract between February 2023 – July 2023.

The successful candidate will have the ability to ‘inspire our children to aspire,’ teaching a curriculum designed to unlock their potential and help them to become life-long learners. They will also be committed to raising standards and taking part in the full life of the school.

This post offers the opportunity of working in a friendly and supportive school with an ideal opportunity to continuously develop their practice. In order to clarify the type of person we are looking for, a person specification and job description are provided.

The governors welcome and encourage visits from all prospective applicants. Therefore, should you wish to arrange an appointment please contact the school office on 01322 225173 or email karenwoodhams@st-anselms.kent.sch.uk

If you feel you have the skills and experience necessary to be a part of our school team, we would welcome your application.

If so, you are asked to:

* complete the CES application form in full with a supporting statement that:
	+ clarifies how you meet the person specification
	+ gives examples of your teaching experience
	+ outlines the contribution you can make to St Anselm’s
* complete the following three forms and return them to the school separately from the main application form in a sealed envelope and marked ‘confidential’
	+ Recruitment Monitoring Form
	+ Rehabilitation of Offenders Act 1974 disclosure form
	+ Consent to Obtain References

Please post your application or submit it to Mrs Karen Woodhams by email to: karenwoodhams@st-anselms.kent.sch.uk

**Closing date for applications: 28th February 2023**

**Interviews are scheduled for: TBC**

We hope that you find the following details from Mrs Laura White useful and informative.

Yours faithfully,

**St. Anselm’s Governing Body**

# St Anselm’s Catholic Primary School

St Anselm’s is located in Dartford. It is a voluntary aided school with 210 children on roll. The school has a good reputation and is always over-subscribed. St Anselm’s is the Parish School of St Vincent’s Church, located within walking distance from the school.

In June 2019, the school underwent its most recent inspection and was judged to be ‘good’. The school was also judged as ‘outstanding’ in its most recent Section 48 Inspection in June 2016.

The school is committed to ensuring our children not only achieve their full potential and become life-long learners but also aims to inspire them to be successful, confident and responsible people.

St Anselm’s is like a family. We encourage the children to learn to be the best versions of themselves. We nurture their happiness, their identity, their social and emotional development, their physical and mental health, their spiritual growth and their cognitive and academic success. We have developed our unique ‘Rainbow Curriculum’ is designed to develop the following attributes across all areas learning:



The children in our school are good friends to each other, very well behaved and keen to learn. Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement and School Aims.

Last year, our school achieved the Wellbeing award. The wellbeing of all our school community is very important to us. We do all that we can to ensure the wellbeing and happiness of all our staff and children.

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website [www.st-anselms.kent.sch.uk](http://www.st-anselms.kent.sch.uk). If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact Mrs Woodhams, our personnel administrator (email: karenwoodhams@st-anselms.kent.sch.uk), who will be very happy to help you.

Yours faithfully,

# Mrs Laura White

Headteacher



**Person Specification – Class Teacher**

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| Qualifications | Qualified teacher status or recognised equivalent (application form). |
| Experience | Teaching experience with the age range and/or subject(s) applying for.Also suitable for an early career teacher or candidates returning to teaching  |
| Knowledge and skills | The ability to effectively:* Create a stimulating and safe learning environment.
* Establish and maintain a purposeful working atmosphere.
* Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school’s own policies.
* Assess and record the progress of pupils’ learning to inform next steps and monitor
* progress.
* Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
* Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
* Encourage children in developing self-esteem and respect for others.
* Deploy a wide range of effective behaviour management strategies, successfully.
* Communicate to a range of audiences (verbal, written, using ICT as appropriate).
* Use ICT to advance pupils’ learning, and use common ICT tools for their own and
* pupils’ benefit.
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| Commitment | Demonstrate a commitment to:* equalities
* promoting the school’s vision and ethos
* high quality, stimulating learning environments
* relating positively to and showing respect for all members of the school and wider community
* ongoing relevant professional self-development
* safeguarding and child protection
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Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.

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| **St. Anselm’s Catholic Primary School** | StAnselmsLogo.jpg |
| **Class Teacher Job Description** |  |

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| **Post holder:** |  |
| **Line Manager:** | Mrs Laura White, Headteacher |
| **Salary** | Main Pay Scale |

**All staff at St Anselm’s Catholic Primary School are expected to:**

* help the school carry out its Catholic mission, accepting the school’s Catholic Christian ethos and actively supporting the liturgical and spiritual life of the school
* work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models
* put the needs of the children first and actively promote an enthusiasm to learn.

**All teachers at St Anselm’s Catholic Primary School are expected to:**

* have attained the National Standards for Qualified teacher Status
* enhance and update their teaching skills through continuing professional development.

Teachers are entitled to regular reviews of their performance in accordance with the School’s Appraisal and Capability Policy. This will highlight priorities for further professional development in line with the School Improvement Plan, which St Anselm’s Catholic Primary School is committed to facilitating.

**At St Anselm’s Catholic Primary School, teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.**

**Part One: Teaching**

**As a teacher at St Anselm’s you are expected to:**

1. **Set high expectations which inspire, motivate and challenge pupils**
* establish a safe and stimulating environment for pupils, rooted in mutual respect
* set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
* demonstrate consistently the positive attitudes, values and behaviour which are expected for pupils
1. **Promote good progress and outcomes by pupils**
* be accountable for pupils’ attainment, progress and outcomes
* plan teaching to build on pupils’ capabilities and prior knowledge
* guide pupils to reflect on the progress they have made and their emerging needs
* demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
* encourage pupils to take a responsible and conscientious attitude to their own work and study
1. **Demonstrate good subject and curriculum knowledge**
* have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings
* demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
* demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* if teaching early reading, demonstrate a clear understanding of systemic synthetic phonics
* if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies
1. **Plan and teach well structured lessons**
* impart knowledge and develop understanding through effective use of lesson time
* promote a love of learning and children’s intellectual curiosity
* set homework and plan other out-of-class activities to consolidate and extend knowledge and understanding pupils have acquired
* reflect systematically on the effectiveness of lessons and approaches to teaching
* contribute to the design and provision of an engaging curriculum within the relevant subject area(s)
1. **Adapt teaching to respond to the strengths and needs of all pupils**
* know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
* have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these
* demonstrate and awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils education at different stages of development
* have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use them and evaluate distinctive teaching approaches to engage and support them
1. **Make accurate and productive use of assessment**
* know and understand how to assess the relevant subject and curriculum areas, including statutory requirements
* make use of formative and summative assessment to secure pupils’ progress
* use relevant data to monitor progress, set targets, and plan subsequent lessons
* give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to feedback
1. **Manage behaviour effectively to ensure a good and safe learning environment**
* have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy
* have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them
* maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
1. **Fulfil wider professional responsibilities**
* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* deploy support staff effectively
* take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* communicate effectively with parents with regard to pupils’ achievements and well being

**Part Two: Personal and Professional Conduct**

**As a teacher at St Anselm’s you are expected to:**

1. **Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:**
* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law
1. **Have proper and professional regard for ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.**
2. **Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.**

**Part Three: Subject Leadership**

As a Subject Leader at St Anselm’s you are expected to:

1. Be a leader of change in policy making and development of schemes of work, to achieve continuity and progression through the school.
2. Provide subject expertise.
3. Provide an action plan which links to the curriculum subject within the School Improvement Plan.
4. Motivate and support colleagues, giving guidance on content, teaching methods and resources.
5. Monitor and evaluate standards and progress, in staff planning, pupil workbooks, classroom visits, and report all findings to the SLT.
6. Communicate to staff members formally and informally
7. Organise, review and maintain subject resources; make purchases in line with new technologies and within the constraints of the school budget.
8. Attend and make known relevant courses and sharing good practice.
9. Keep up to date on current research and thinking, and bring relevant documents to the attention of staff.

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