Our Lady’s Catholic Primary School

Year 1 Class Teacher

Information Pack

May 2019



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| Our Lady’s Catholic Primary School  King Edward Avenue  Dartford  Kent  DA1 2HX  Tel.: 01322 222759  Email: headteacher@our-ladys.kent.sch.uk | |
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May 2019

Dear Candidate

Thank you for your interest in the staff vacancy that we have at Our Lady’s School. We are looking to appoint a Year 1 teacher to join our team.

Included in this pack you will find

* Job description and person specification for the role
* Information about the school
* Information about the selection process

The closing date is Friday 14th June at 9.00am and interviews will be held on Wednesday 19th June.

We hope this pack gives you all the information that you require, if you do have any questions please do not hesitate to contact the school.

Yours sincerely

Miss Isabel Quinn

Headteacher

**Information about Our Lady’s Catholic Primary School**

Our Lady’s is a popular one form entry primary school situated in west Dartford. We currently have 220 pupils on roll in 7 classes.

We aim to fully develop the potential of each child, in a caring, supportive and Christian environment centredon our Catholic Faith.The school strongly promotes the development of the whole child, and places great importance on the children’s physical, creative, emotional and social development alongside their academic excellence.

Our creative curriculum is delivered in collaboration with the pupils and based on the delivery of first hand experiences wherever possible. We are passionate about making learning relevant and memorable.

Our Lady’s enjoys a positive and supportive partnership with parents and the Governing Board, St Anselm’s Parish and the local community.

We are also well known for our approach to nurture; at Our Lady’s we know that nurturing each individual, no matter their starting point, is vital to excellent learning.

Our Lady’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.

**The post**

We are looking to appoint a Year 1 teacher to join our friendly and supportive team. Applications are welcomed from NQTs and experienced teachers.

We hope that you have had a chance to view our website and so you will already have an idea of what kind of school we are, we can also offer you

* Well behaved, motivated children who are eager to learn.
* A professional, enthusiastic and friendly staff team who are supportive to new and existing colleagues.
* Supportive and well informed parents and governors who are closely involved in school life.
* Strong links with our local church and parish community.
* An inviting school environment with a large field and outdoor learning spaces.

**Closing date: Friday 14th June 2019 Interviews: Wednesday 19th June 2019**



OUR LADY’S CATHOLIC PRIMARY SCHOOL

**JOB TITLE – Year 1 Class Teacher**

**Our Lady’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.**

This job profile recognises the requirements of the jobholder’s contract of employment and reflects the vision, aims and policies established by the Governors of the School.

Date *September 2019*

Post Qualified Teacher

Salary Scale *Main Pay Scale/Upper Pay Scale (London Fringe)*

**You are responsible to the Head teacher.**

**Your job description is intended as a reference document, which identifies your main responsibilities and activities.**

# General Duties

You are responsible for the education and welfare of a designated class or group of pupils in accordance with the requirements and conditions of

* *The School Teachers’ Pay and Conditions Document*
* The *Catholic Teachers’ Contract* with the Governing Body of Our Lady’s School

You must have due regard for the requirements of

* the School’s Mission Statement and its aims and objectives
* the National Curriculum and its associated schemes of work
* any policies of the Governing Board

As a class teacher you are required to:

* promote the Catholic ethos of the school as laid down in the Mission Statement and the aims for Religious Education
* work co-operatively with colleagues in meeting the aims of the school
* take a full part in the life of the school, including matters relating to discipline, general organisation and partnership with parents
* create a positive, stimulating and organised learning environment, both in the classroom and around the school
* strive to raise the level of attainment of every pupil in your care so that they fulfil their potential
* maintain records, set targets and give feedback to pupils in line with school policy
* keep records and make reports on the personal and social needs of individual pupils
* plan and deliver differentiated lessons which meet the needs of pupils, in line with whole school policy on Special Educational Needs
* have regard for Health and Safety and Child Protection issues at all times
* take part in the annual cycle of Performance Management after NQT year
* develop your professional skills through In Service Training, as outlined in your Performance Management targets and the School Improvement Plan
* be prepared to teach a range of age groups and be willing to move classes or Key Stages at the end of an academic year after consultation with the School’s Senior Management Team

# Specific Responsibilities

* Class teacher for Year 1

**PERSON SPECIFICATION – CLASS TEACHER**

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| **ESSENTIAL CRITERIA** | **HOW IDENTIFIED** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **EDUCATION, TRAINING AND WORK QUALIFICATIONS**  **QTS**  Good level of written and spoken English.  Maths and English GCSE Grade C or equivalent  Degree | Application form and selection process | Proven classroom expertise | Application form, selection process and references |
| **SKILLS AND ABILITIES:**  High level of effective teaching skills, consistently producing lesson which are good or outstanding.  Excellent classroom and behaviour management.  Detailed and effective planning, assessment and record keeping.  Ability to establish and maintain professional relationships with colleagues, parents and children.  Excellent organisational abilities. | Application form and selection process  Lesson Observation | Ability to listen constructively, test own opinions and suggest effective solutions.  Work in line with all the school’s policies and procedures. Carry out all responsibilities within an equal opportunities framework.  Ability to work across all primary year groups. | Application form, selection process and references |
| **ATTRIBUTES:**  In sympathy with the ethos of a Catholic School.  Strong commitment to CPD | Application form  Certificates of courses attended | Practising Catholic  Outgoing personality with sense of humour | Application form and selection process |

**Information about the selection process**

The closing date for applications is Friday 14th June 2019.

Application forms can be posted to the school, submitted in person or emailed to [headteacher@our-ladys.kent.sch.uk](mailto:headteacher@our-ladys.kent.sch.uk)

Shortlisting will take place shortly after the closing date and shortlisted candidates will be contacted as soon as possible.

Interviews will be held on 19th June 2019. The selection process will consist of a lesson and an interview.