



**ST EDMUND'S**  
**SCHOOL**  
CANTERBURY

## Class Teacher Vacancy

Permanent Post: For September 2021

# Letter to Candidates

Dear Candidate,

Thank you for your interest in the post of class teacher at St Edmund's Junior School. This is such an exciting time for the school, as it is a real opportunity to appoint the right teacher to the team. Initial thoughts are that this appointment will be to teach in Year 6, as part of the Upper School Team, but candidates may be required to teach across the broad age-range of the Junior School (years 3 to 8)

St Edmund's is an independent 3-18 co-educational day and boarding school. The Junior School has approximately 205 pupils and whilst selective, we welcome a broad range of ability. We are lucky enough to have extensive grounds and facilities and links to Canterbury Cathedral. The 25 choristers board and are educated at our school. The pupils at St Edmund's are well behaved, enthusiastic learners. Parental support is very strong, and the Governing Body is committed to improving outcomes for our children. The staff team are dedicated and hard-working and have a real passion for our school. Pastoral care is a great strength, and the school remains committed to accelerating children's progress, raising standards and achievement.

The closing date for applications is 12 noon on **Tuesday 16<sup>th</sup> March 2021** with the interview being held on **Friday 19<sup>th</sup> March 2021**. Should you wish to apply for this post, please include a covering letter and a completed St Edmund's Application form. Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at St Edmund's, I would be pleased to receive your application. It is very important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Class Teacher at St Edmund's Junior School
- the Job Description and Person Specification

Please note that references will be sought for all candidates.

I very much look forward to hearing from you. If you have any questions about the post, please contact the HR manager, Sarah Hudson at [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk). Please return your completed application form and covering letter to Sarah Hudson by 12 noon on Tuesday 16<sup>th</sup> March 2021. Should you wish to speak to me about the post, please contact the Junior School Secretary, Yvonne King at [yk@stedmunds.org.uk](mailto:yk@stedmunds.org.uk).

Good luck!



Mr Andrew De Silva  
Head teacher

# Advert : Class teacher

Do you believe that all children have the potential to make more than expected progress? If so, please read on...

We are seeking to appoint a fantastic teacher to join our teaching team from September 2021. Whilst the Junior School educates children from Years 3 to 8, it is part of the wider St Edmund's School family, educating children from 3 years old to 18. As you can imagine, this provides our children with unique opportunities and our staff with wonderful resources to support learning. You may be an experienced teacher or seeking your first teaching post as an NQT. You may also currently work in the state sector or the independent sector. We are looking for the right person to contribute to our children, our team and the wider school family.

The pupils at St Edmund's are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body is committed to improving outcomes for our children. We are committed to high standards and achievement for all pupils.

We are looking for someone who is:

- Excellent in the classroom, with an outstanding ability to engage and enthuse children
- Able to challenge, support and motivate all children to achieve high standards
- Open to new ideas and willing to commit to new initiatives
- Eager to take a full and active part in all aspects of our school community
- An excellent communicator with pupils, parents and staff
- Naturally positive and a fun team player – with a great sense of humour!

In return, we can offer you the opportunity to:

- Teach well behaved, highly motivated children who are keen to develop their own learning
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Regular PPA time with the members of the year team
- Great professional development tailored to fit your needs

Visits to the school/TEAMS meetings prior to application are strongly encouraged and will be warmly welcomed, provided that all visitors follow our COVID-19 protocols. The Head, Mr De Silva, would be delighted to meet you and talk about the school and the role. Please contact Mrs Hudson (Head of HR) by emailing [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk) to receive an Application Pack. If you would like to make an appointment to visit the school/speak to Mr De Silva, please contact Mrs King in the Junior School office on 01227 475606 or email [yk@stedmunds.org.uk](mailto:yk@stedmunds.org.uk).

# Details about the post

<b>Details about the post: Full-time permanent teacher</b>	
Grade	Main Pay Range (appropriate for NQTs)
Type of post	Full time (Permanent)
<b>Safeguarding of pupils:</b>	
School statement	St Edmund's Junior School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
Expected start date	1 <sup>st</sup> September 2021
End date	N/A
Working Hours	Full time : 52 weeks
School statement	This post is offered subject to the terms and conditions laid down in the current School Teachers' Pay and Conditions document.
<b>Equal opportunities:</b>	
School statement	<p><b>Rationale</b> St Edmund's Junior School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"><li>•To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.</li><li>•To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.</li></ul> <p><b>Guidelines</b></p> <ul style="list-style-type: none"><li>•Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.</li><li>•No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs</li></ul>
<b>Information about the recruitment and selection process:</b>	
Closing date for applications	Noon on 16 <sup>th</sup> March 2021
Interview day	19 <sup>th</sup> March 2021

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status – Suitable for an NQT</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of CPD to develop teaching and learning in the Junior age phase</li> <li>• Evidence of Child Protection training</li> </ul>
<b>The Classroom</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate positive relationships with children</li> <li>• Committed to raising levels of achievement and attainment of all children</li> <li>• Proven ability as a successful classroom practitioner</li> <li>• Evidence of successful teaching experience</li> <li>• Has high standards and expectations of self and all children</li> <li>• Has a broad and varied range of classroom and behaviour management techniques</li> <li>• Able to motivate and stimulate children to enjoy learning</li> <li>• Can demonstrate a well organised classroom where children are encouraged to be independent and resilient learners</li> <li>• Plans work that enables all children to make at least good progress</li> <li>• Uses formative assessment to inform teaching and planning</li> <li>• Able to create an exciting learning environment where children's work is celebrated through quality interactive displays</li> <li>• Able to contribute to the extra-curricular provision</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills</li> <li>• An enthusiasm for involvement with pupils, staff, governors and the community</li> <li>• A sense of humour</li> <li>• Willing to learn</li> <li>• Be hardworking, kind, flexible and able to work as a member of a team</li> </ul>	

# Teacher Job Description

The responsibilities outlined are in accordance with the requirements of the Teachers' Pay and Conditions Act and subsequent Orders and Guidance in terms of duties and working time; and also any local agreements, Local Authority Circulars and Conditions of Service. Please also refer to the Teachers' Standards (May 2012)

The job description will be reviewed as part of a yearly cycle or be amended at any time, in consultation with the post holders.

Date: September 2021

## Context

This job description should be read in conjunction with the current Teachers' Pay and Conditions Regulations and other legal requirements. It has due regard of the agreed vision and aims of the school, the whole school curriculum including the national curriculum and the school's policies.

## Functions

- be responsible for the education and welfare of a class of children as designated by the headteacher in accordance with the School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's agreed aims, objectives and schemes of work and any policies of the school or the governing body.
- share in the corporate responsibility for the well-being and discipline of all children
- contribute to the ethos of the school in a positive, supportive and collaborative way, and represent the school positively in the wider community.

## Qualities & Skills

- Be able to work on his/her own initiative in the execution of the duties outlined below.
- Be committed to a process of continuous improvement and the raising of standards in attainment within the school
- Be able to relate effectively to staff, children, parents and members of the general public

## Key responsibilities

- To foster the aims and ethos of the school, promoting and disseminating good practice and high standards by regular teaching and providing an excellent role model
- To be accountable to the headteacher for the teaching of designated curriculum areas to a class or subject group
- To ensure the school curriculum and its delivery meet the requirements of the National Curriculum, the Local Authority and school policies
- To ensure all children have their curriculum entitlement
- To promote the well-being and pastoral care, discipline and social development of all pupils and to encourage the partnership of parents in their children's education
- To ensure good channels of communication with pupils, staff, home, school and the local community
- To monitor Health and Safety procedures and standards throughout the school
- To attend meetings with staff from this and other schools, liaising with them and outside agencies as appropriate, and to take part in personal and professional development
- To undertake any other reasonable duty or task requested by the headteacher
- To be responsible for the planning, preparation, assessment and teaching of the work programmes for designated classes, groups or designated curriculum area, in collaboration with the other members of the team
- Maintain adequate and up to date records as required by the headteacher, governors, Local Authority and the Department for Children's Services
- Compile reports as required by the headteacher, governors, Local Authority and Department for Children's Services
- Take an active part in the life of the school

