

Class Teacher - Key Stage 2, Permanent 1.0 – FTE.  
Starting Sept 2018  
Information Pack



St Mary's Church of England School  
Kendal Road  
Kirkby Lonsdale  
Cumbria  
LA6 2DN

Tel. 015242 71334  
Email: [admin@stmarys-kl.cumbria.sch.uk](mailto:admin@stmarys-kl.cumbria.sch.uk)  
[www.stmarys-kl.cumbria.sch.uk](http://www.stmarys-kl.cumbria.sch.uk)

Head teacher: Mr Brian Jones  
Chair of Governors: Mrs Jo Gill



Feb 2018

Dear Applicant

**RE: Full time 1.0 FTE – Key Stage 2 Class Teacher, Permanent**

Thank you for expressing an interest in the post of Class Teacher.

St Mary's CE Primary is a one form entry school, with 232 pupils on roll, which serves the community of the Rainbow Parish, Kirkby Lonsdale. It is a popular and high achieving school with classes often oversubscribed. We are imaginative and creative and constantly seek to improve to enable our children to achieve their very best, in all areas of learning. We are a welcoming school looking to appoint an enthusiastic Teacher.

We are looking for a teacher with a keen interest in outdoor learning to support our vision for our school in developing creativity and outdoor experiences for our children. The teacher should be passionate about teaching, supportive of all children, willing to share their talents and interests with our children and have the academic capability and pedagogical skills to teach in any class in our primary school. As a Church of England Primary School we are looking for the candidate to be fully supportive of our Christian ethos.

I have pleasure in attaching the job description and application form which should provide all the information you need about the position.

Applications should be returned to the school office by email or paper along with a covering letter. If you require any further information, please don't hesitate to contact Cath Billington in the school office.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in blue ink that reads 'B Jones'.

Brian Jones  
Headteacher



## Full time – Class Teacher (1.0), Key Stage 2, Permanent

St Mary's CE Primary School, Kendal Road, Kirkby Lonsdale, Carnforth, Lancs.

LA6 2DN

Tel 015242 71334

**Headteacher: Brian Jones** *BSc. (Hons) PGCE NPQH PgCert MCCT*

To start: Sept 2018

**Position required: Permanent - Full time Class Teacher**

The Governing Body of this thriving and highly successful primary school seek to recruit a teacher.

**Job title:** Full Time, Permanent, Class Teacher

**School name:** St Mary's School, Kirkby Lonsdale, Cumbria

**Address:** Kendal Road, Kirkby Lonsdale, Cumbria, LA6 2DN

**Telephone no:** 015242 71334

**Employer:** VA – Governors

**Date Posted:** 20.02.2018

**Location:** Kirkby Lonsdale

**Salary:** Main Pay Range

**Job category/type:** Teaching (Primary)

**Post details:** Required September 2018

Deadline for Applications	Tour of School	Interviews
Friday 9 <sup>th</sup> March 2018 12:00 noon	9:30am Friday 2 <sup>nd</sup> March 2018	Friday 16 <sup>th</sup> March

This school wishes to appoint an effective, inspirational and enthusiastic class teacher to work within our successful, creative, forward thinking and inclusive Church of England Primary School. Secure knowledge of the whole curriculum and assessments, good behavioural management skills and experience are essential, as is experience of forest schools or outdoor learning.

Further details and application packs are available from the School Business Manager, by telephone or email to [admin@stmarys-kl.cumbria.sch.uk](mailto:admin@stmarys-kl.cumbria.sch.uk). Please note: applicants should complete the Cumbria County Council Application Form and a covering letter. Completed application forms should be returned to Mrs C Billington by 12:00 noon, Friday 9<sup>th</sup> March 2018.

**St Mary's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointment to this post will be subject to a satisfactory enhanced check for the Disclosure and Barring Service (DBS), satisfactory references and pre-employment checks**

## Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

## Areas of responsibility and Key Tasks

### Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the staff to ensure the implementation of school policies and best practice.

## Monitoring, Assessment, Recording and Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system reporting to parents.

## Curriculum Development

- Lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;

## Pastoral Duties

- promote the general progress and well-being of individual students
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHE and citizenship and enterprise according to school policy.

## Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Every Child Matters agenda;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partners;

- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.