

Job Description and Person Specification

Title of post: Maternity cover of Year 3 Class Teacher

Effective from: February 2025 to January 2026

Salary scale: MPS/UPR

Person to whom responsible: Headteacher / Deputy Headteacher

The Headteacher and Governors at St. Laurence Church Junior School are looking to employ an enthusiastic, motivated and engaging class teacher from February 2025 to cover a maternity post in Year 3. The successful candidate will be made to feel extremely welcome by a cohesive team of staff, will enjoy working with our wonderful children and become fully immersed in our Christian ethos.

Job Purpose

To undertake the duties and responsibilities of a classroom teacher as required by the Headteacher and meet the expectations set out in the Teachers' Standards.

Professional Duties

Teaching

- Plan and teach well-structured lessons, following the school's planning templates, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of children, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all children
- Set high expectations which inspire, motivate and challenge children
- Promote good progress and outcomes by children
- Demonstrate good subject and curriculum knowledge

Whole-school organisation, strategy and professional development

- Follow the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Follow the behaviour and relationships approach to support the needs of all children

- Take part in further training and development in order to improve own teaching
- Communicate effectively with children, parents and carers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of children, including sharing concerns where necessary
- Promote the safeguarding of all children in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet children's needs • Ability to build effective working relationships with children • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all children and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality