



# St Martin's School

## JOB DESCRIPTION

### Part-time Upper KS2 Teacher

#### **Job Summary**

St Martin's School are looking to appoint an inspiring and talented teacher to cover a maternity leave and work within a well established, caring and friendly team. You will be preparing the Year 5 class as they work towards their 11+ Grammar school entrance exam.

#### **Type of Contract**

Maternity Cover to start Monday 28<sup>th</sup> February 2022 with the possibility of a permanent contract.

#### **General Responsibilities**

- To adhere to school policies.
- To achieve the school's aims and vision.
- To safeguard and promote the general well-being of pupils and to be a role model for pupils at all times.
- To actively promote the Christian ethos of the school.

#### **Support for pupils**

- To teach and deliver an inspiring, challenging and balanced curriculum.
- To assess, record and report on the development, progress and attainment of pupils.
- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere.
- To act as a Class/Form Tutor and to promote excellent pastoral care.
- To ensure the highest standards of achievement.
- To ensure that the quality of teaching is consistently high.
- To plan for the effective use and deployment of resources.

#### **Support for teachers**

- To liaise with the relevant teachers for each subject to ensure a coherent programme of study for pupils.
- To maintain appropriate records and provide relevant and accurate data for information systems to ensure that all records are up-to-date.
- To analyse data to support raising achievement.

## **Administrative**

- Prepare and present displays of children's work as required.
- To prepare and produce reports for individual pupils.
- To keep accurate records of pupil's attainment.
- To plan, with colleagues, for all lessons and review and evaluate own teaching.
- To attend parents' evenings.

## **Days**

Full days; Monday, Wednesday and Friday.

Mornings; Tuesday and Thursday.

## **Details**

Salary: St Martin's has its own pay scale.

Closing date for applications: Monday 17<sup>th</sup> January 2022 at 12pm.

Interview date: Thursday 20<sup>th</sup> January 2022.

## **Safeguarding**

St Martin's School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional offer may be withdrawn. This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**