



## Key Stage 1 Teacher – Year 2 (Maternity Cover - January until July 2025)

### The Post

A full-time Form Tutor with experience is sought to teach in Year 2 (*Pre-Prep 3*) whilst providing maternity cover. The successful applicant will be a graduate with appropriate teaching qualifications.

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education and must be prepared to offer energy and commitment.

### Responsibilities include

#### Specific

- To be a Form Tutor and to teach the curriculum and syllabus laid down by the School.
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To inspire pupils with a love of learning, to introduce and maintain good learning and working habits, by setting examples and good practices.
- To see to the pastoral care of the pupils.
- To maintain an attractive, stimulating learning environment.
- To ensure that appropriate assessment and reporting are carried out in accordance with School policies for each pupil at the designated time.
- To monitor the fabric of the teaching environment and to report appropriately any defects or deterioration to the Junior School Headmaster.
- To carry out a share of supervisory duties in accordance with published rosters.
- To follow procedures for communicating with the Curriculum Leaders, the Deputy & Assistant Heads, the Junior School Headmaster and others, information concerning pupils whose academic progress gives cause either for concern or celebration.
- Parental liaison including Parents' Evenings.
- Organisation of some assemblies including the organisation of collective worship.
- To monitor the personal appearance and behaviour of pupils, both in and out of the classroom setting, to ensure the maintenance of discipline and good order in the school.
- To work closely with, and accept guidance from, the Curriculum Leaders, the Heads of the Key Stages, the Deputy and Assistant Heads, the Junior School Headmaster, and others.
- To organise recreational, cultural, or educational trips for the benefit of the pupils.
- To ensure that children who are her/his responsibility are never left unsupervised either in the classroom or in the playground.

## General

- To be a member of a team of Teachers which protects and nurtures the Catholicity of the School to promote the spiritual, intellectual, moral, cultural, physical, and social development of the pupils.
- To observe the conventions concerning dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To assist in the administration of special events as determined by the Junior School Headmaster including: School Productions, Open Days, major sporting events and Parents' Evenings.
- To assist and support colleagues in presenting co-curricular events, in which the talents or activities of the pupils may be highlighted.
- To willingly co-operate in the Performance Review (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster or Deputy Head may advise and/or organise.
- To attend and participate in in-service training days
- To account for all notes and / or communications from parents and see to it that these are given to the Junior School Headmaster through established channels.
- To attend all Staff Meetings called by the Junior School Headmaster.
- To actively co-operate in the development of the School policies by participating in working parties or co-operating with these in their work.

## School Times and Co-Curricular Commitment

For pupils, the day begins at 8.40am and classes end at 3.30pm and 3.45pm for the Pre-Prep department and the Junior department, respectively. There is a staff meeting on Mondays after School that all teachers attend.

The teacher appointed will be expected to make a full contribution to the co-curricular life of the School. As well as providing a rigorous curriculum the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are strengths of the School and both schools are renowned for their sport. We feel that these opportunities help to develop confident pupils and personalities where the individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

***Please see our Recruitment Pack for a full description of the School's Strategic Plan and significant opportunities for your professional development at St Benedict's.***

## **Remuneration**

The salary will depend on experience and qualifications and will reflect the importance of the post. The salary will be reviewed annually.

The successful candidate will be required to sign a St Benedict's School Contract. He/she will also be subject to the new Criminal Disclosure Regulations; a criminal record will not necessarily be a bar to obtaining the position.

## **Applications and Timetable**

Candidates must apply using the School's application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

**Closing Date for completed applications:** 12.00 noon on Monday 11 November 2024.

Interviews for shortlisted candidates will take place during the week of 18 November 2024.

The successful applicant will take up the post on Wednesday 1 January 2025, with Induction to take place during the week of 6 January 2025.

***A visit to the School is welcome either before or after application. It can be arranged by telephoning Mrs Helen Clarkson, the Headmaster's PA on 0208 862 2054.***

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• A degree (e.g. BA, BSc, BEd, PGCE) and QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional courses attended, and certificates attained</li> <li>• Catholic Teachers' Certificate</li> </ul>	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> <li>• Evidence of teaching experience at Key Stage 1</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years' experience as a teacher at Key Stage 1</li> </ul>	Contents of the Application Form.  Interview  Professional references
Skills	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Good people skills</li> <li>• The ability to be proactive</li> <li>• A team player</li> </ul>	<ul style="list-style-type: none"> <li>• ICT skills, especially knowledge and understanding of MS Teams and Firefly</li> </ul>	Contents of the Application Form  Interview  Professional references
Knowledge	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children in Key Stage 1</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children at Key Stage 1 / Key Stage 2</li> </ul>	Contents of the Application Form  Interview  Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• A willingness to play a full part in every aspect of life at St Benedict's School and Nursery</li> <li>• A willingness to be fully supportive of the Catholic ethos of the School</li> <li>• Positive attitude toward meeting the needs of the children and their Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Musical and/or Artistic Talent / Performing Arts</li> </ul>	Contents of the Application Form  Interview  Professional references