



Saint Nicholas School

Old Harlow Essex



YEAR 1 CLASS TEACHER – MATERNITY COVER

Fixed Term Contract

Required November 2023 to August 2024

MPS/UPS

Saint Nicholas School is seeking to appoint a well-qualified and enthusiastic Year 1 teacher. The successful applicant will be required to teach a Year 1 class in our Lower School on a fixed term contract from November 2023 to August 2024.

This post would be well suited to an experienced teacher or someone seeking a first teaching appointment.

The successful applicant will initially be required to teach Year 1 but will need to demonstrate flexibility to teach across key stages 1 & 2. They will be joining a friendly, hardworking school with a clear commitment to high achievement for all its pupils. Classes have a maximum of twenty pupils.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a nursery for babies from 3 months of age scheduled to open in early 2023.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, and a magnificent sports hall and state-of-the-art theatre.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

Terms & conditions

Teachers are paid at a rate equivalent to the National Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff, of up to 50% of the full fees, upon completion of one full year's service, provided children meet the School's usual entry requirements. Teaching staff may contribute to APTIS pension scheme. The school also offers other benefits such as an occupational health scheme and free lunches (during term time).

Application process

All applications to be made via the TES website at this link: <https://www.tes.com/jobs/employer/-1046413>

The closing date is **1st September 2023** and interviews will take place week during the first two weeks of the autumn term.



JOB DESCRIPTION – YEAR 1 CLASS TEACHER

CORE PURPOSE OF POST

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.
- Meet the expectations set out in the Teachers’ Standards.
- To participate in and contribute to the development of the Lower School.
- To understand how pupils’ learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Contribute to the development, implementation and evaluation of the School’s policies, practices and procedures, so as to support the School’s values and vision.

Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the school.

Strategic planning

- Contribute to the development of a whole school policy for a specific curriculum area in conjunction with the Lower School Curriculum Lead, Assistant Head (Academic) and Deputy Head (Academic)
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

TEACHING AND LEARNING

Curriculum

- Plan and teach well-structured lessons to assigned classes, following the School’s plans, curriculum and schemes of work.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.

Monitoring, assessment, recording, reporting and accountability

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Make effective use of assessment information on pupils’ attainment and progress and in planning future lessons.
- Assess and record each pupil’s progress systematically with reference to the school’s current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils’ achievement.



Standards and expectations

- Ensure effective teaching of whole class groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.

Monitoring and evaluation

- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
- Evaluate your own teaching critically to improve effectiveness.
- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies.

SAFEGUARDING AND CHILD PROTECTION

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

PROFESSIONAL DEVELOPMENT AND APPRAISAL

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.

ACCOUNTABILITY

Effective communication

- Communicate effectively with pupils, parents and carers.
- Provide reports on individual progress to the Assistant Head (Academic), Deputy Head (Academic) and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

Working with colleagues and other relevant professionals

- 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 professional duties and responsibilities

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity.

Pastoral duties

- Take on the role of form teacher as required.
- Attend weekly assemblies.

School events

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fairs which take place on Saturdays and the school's Fireworks display
- Attend two Saturday Open Mornings
- Attend the school's Speech Day, normally the final Saturday of the Summer Term.

SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.



PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Successful primary teaching experience 	<ul style="list-style-type: none"> • Experience of the independent sector • Experience of both KS1 & KS2 	<ul style="list-style-type: none"> • Application Form • Documentary Evidence
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge and understanding of Primary National Curriculum and its application • Knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range. • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Knowledge of guidance and requirements around safeguarding children 	<ul style="list-style-type: none"> • The ability to contribute to a specific curriculum area or areas. 	<ul style="list-style-type: none"> • References • Interview • Lesson observation
SKILLS & APTITUDES	<ul style="list-style-type: none"> • Ability to plan and deliver effective lessons to whole classes groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met. • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of effective behaviour management 	<ul style="list-style-type: none"> • Good ICT skills for teaching and management support. • Use of iPads in teaching & Learning 	<ul style="list-style-type: none"> • Application Form • References • Interview • Specific Qualifications or experience



	<p>strategies</p> <ul style="list-style-type: none"> • Ability to motivate, challenge and inspire pupils • Ability to teach a wide range of subjects across the primary age range • Strong assessment skills to ensure constructive feedback and realistic targets for future progress • Effective use of a variety of teaching styles and resources including ICT • Ability to develop and maintain good professional relationships and contribute positively to curriculum development. • Ability to set high standards and provide a role model for staff and pupils. 		
COMMUNICATION	<ul style="list-style-type: none"> • Good interpersonal/communication skills • Ability to communicate effectively in a verbal and written form to a range of audiences. • Ability to deal sensitively with people and resolve conflicts. 		<ul style="list-style-type: none"> • Application Form • Interview
DISPOSITION	<ul style="list-style-type: none"> • Committed to raising the levels of achievement of children of all abilities • Strong team player 		<ul style="list-style-type: none"> • Application Form • References • Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Passionate about Learning and Teaching • Displays warmth, care and sensitivity in dealing with children 	<ul style="list-style-type: none"> • Experience of enrichment activities 	<ul style="list-style-type: none"> • Application Form • References • Interview



	<ul style="list-style-type: none"> • Open minded, self evaluative and adaptable to changing circumstances and new ideas • Able to enthuse and reflect upon experience • Willingness to be involved in the wider life of the school • Ability to prioritise • Good sense of humour • A good health and attendance record • A commitment to getting the best outcomes for all pupils 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 		
SAFEGUARDING	<ul style="list-style-type: none"> • An Enhanced DBS • Familiarity with current safeguarding and child protection policies and good practise • Commitment to safeguarding and equality 		<ul style="list-style-type: none"> • Documentary Evidence • Interview