



St Mary's School Colchester

KS1 Teacher

Job Description

Post:	Class Teacher
Hours:	Full time, term time. Temporary contract to cover maternity leave which will be subject to review
Salary:	To be confirmed
Responsible to:	Principal, through the Director of Lower School
Benefits:	Pleasant working location and grounds Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Use of School Fitness Suite and Gym discount scheme

General Provisions

The post holder will be expected to carry out the professional duties of a teacher in order to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued safe and secure. The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed.

Main Duties

- undertake a full time teaching commitment with a class, teaching all National Curriculum subjects, including RE, in accordance with the school's teaching and learning policy, curriculum policies, curriculum framework and schemes of work.
- prepare and submit teaching and learning plans in accordance with the school's curriculum policies and the planning, assessment, recording and reporting policy.
- assess the work of all children in the class and to maintain records in accordance with the school's planning, assessment, recording and reporting policy including the use of pupil progress analysis.
- write a report in line with school policy.
- be responsible for the pastoral care of the children in the class.
- supervise the work of any in-class support assistants.
- participate in open afternoons, parent evenings and other functions of a similar nature as deemed necessary by the Principal.

- attend and participate in staff meetings, professional development meetings and professional development days, following up such professional development sessions with the implementation of the strategies and systems proposed by the school.
- promote the values of the school and play a full part in the implementation of school policies.
- keep yourself up to date in modern teaching and learning research and the implementation of such work.
- carry out playground duties as required.
- assist in the provision of cover for staff absences.

General

- foster good relationships with all persons who have an interest and involvement in the school including non-teaching staff, governors, parents and all visitors to the school.
- implement, monitor and review your personal development objectives and action plan.
- understand the importance of customer service with parents.
- undertake such reasonable duties as may be required from time to time by the Director of Lower School/Principal.



St Mary's School Colchester

KS1 Teacher - Person Specification

	Essential	Desirable
Qualifications/Knowledge		
Teaching qualifications and training in the Key Stage post for which they wish to be considered	√	
QTS	√	
Evidence of Continued Career Development	√	
Good knowledge of all National Curriculum subjects	√	
An understanding of current best practice in education		√
Skills and Expertise		
Teach across age and ability range.	√	
Good range of IT skills	√	
High expectations of all pupils	√	
Able to create a well organised and stimulating learning environment.	√	
Excellent time management and organisational skills	√	
Excellent communication skills	√	
Ability to work effectively as part of a hardworking school	√	
Ability to prioritise workloads	√	
Personal Qualities		
Ability to establish positive relationships with staff, pupils and parents	√	
Ability to work as part of a team	√	
Ability to multi-task and be flexible	√	
Ability to think creatively and demonstrate initiative	√	
High standards and expectations of pupils and yourself	√	
Commitment to the school's extra-curricular programme	√	

Sense of humour and positive outlook	√	
Philosophy and Ethos		
A commitment to safeguarding and promoting the welfare of children and young people	√	
Strong support for the ethos of the school	√	
A role model	√	



St Mary's School Colchester

KS1 Teacher

St Mary's is a highly successful Girl's Day School, founded in 1908. It is a Company Limited by Guarantee and truly independent i.e. not part of a group. The pupils are aged 3-16 years and spread across a Lower and Senior School, which are located on two sites, approximately 3 miles apart and set in attractive surroundings.

As well as providing an exceptional academic education, we encourage our girls to develop a positive "can-do" attitude; both during lessons and in the wide variety of extracurricular activities on offer. We want them to participate, join-in and gain from the education at St Mary's and to take this confident approach with them into their future work and lives.

As a highly committed, enthusiastic teacher, you will have an interest in current ideas about teaching, along with a commitment to improving and developing your own practice. You should be willing to take on responsibilities which will enable the students to continually be given the best opportunities to succeed and to fulfil their potential. You will also be expected to become fully involved in the broader life of the School, taking on responsibility for extracurricular activities, events and fundraising, as well as Enrichment activities.