



THE DIOCESE  
OF GLOUCESTER  
ACADEMIES TRUST  
*unlocking potential*



Class Teacher

Recruitment Pack

St Mary's CE Primary School





Dear Applicant,

Thank you for your interest in the vacancy at St. Mary's Primary School for a class teacher.

The closing date for completed applications is Friday 10<sup>th</sup> November 2023. Interviews are scheduled to take place on Monday 20<sup>th</sup> November 2023.

To submit your application please email the completed form to [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk) before the closing date.

Yours faithfully.

Mrs Jo Woolley  
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint an

### **Class Teacher (KS2) – maternity leave**

We are looking for an enthusiastic and passionate full time teacher to join our Year 4 and 5 team to cover a maternity leave. The successful candidate will be working with a team of experienced teachers and will be well supported in their planning and teaching.

St Mary's is a large primary school situated in the beautiful market town of Tetbury. We are in the process of joining the Diocese of Gloucester Academy Trust. The successful candidate will benefit from all the opportunities working within a successful MAT brings. We have a fabulous team of staff who are inspiring and fun to work with. Our children are a curious, caring and courageous bunch and are full of enthusiasm and energy. We have a Forest School onsite, a huge field used all year round for den building, digging and exploring and an all-weather running track. As a school community we have a collective commitment to developing healthy and active children and we put children at the heart of all we do.

The post is offered as a Main Pay Range Salary

This is a full time, temporary maternity cover post.

An application form can be downloaded from the vacancy area of our website: [www.stmarystetbury.com/vacancies](http://www.stmarystetbury.com/vacancies).

If you would like an informal conversation about the role please contact the Headteacher or Deputy Headteacher on [admin@st-marys-tetbury.gloucs.sch.uk](mailto:admin@st-marys-tetbury.gloucs.sch.uk) or telephone 01666 502275

Closing date for applications is Friday 10<sup>th</sup> November 2023.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.



## Job Description

**Job Title:** Class teacher  
**Responsible to:** Headteacher  
**Line Management:** Headteacher  
**Contract Type:** Temporary (maternity cover)

### Overall Purpose of this post

- To carry out the professional duties of a teacher as set out in the STPCD
- Meet the expectations as set out in the Teachers' Standards

### Class Teacher

#### Duties and Responsibilities

##### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- 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
- Participate in arrangements for preparing pupils for external tests

#### Whole-school organisation, strategy and development

- 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
- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure co-ordinated outcomes

### **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

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers

### **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 their professional duties and responsibilities

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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.



## **Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.



## Person Specification

	Essential	Desirable
<b>Personal Values</b>		
Committed to actively promoting the Christian ethos and values of the academy	X	
Committed to the Academy vision	X	
<b>Qualifications</b>		
Qualified Teacher Status	X	
Proven successful practice in a primary school setting	X	
Experience of successfully working within a team	X	
<b>Skills and Experience</b>		
Knowledge of the National Curriculum	X	
Knowledge of effective teaching and learning strategies	X	
An excellent understanding of how children learn	X	
Ability to adapt teaching to meet the needs of individual pupils	X	
Ability to build successful relationships with pupils and staff	X	
Understanding of the expectations around procedures and processes for safeguarding pupils.	X	
Understanding of effective behaviour management strategies	X	
Good IT skills and understanding of how IT can be used to enhance pupil learning.	X	
<b>Personal Qualities</b>		
Friendly and approachable with strong written and oral communication skills	X	
Well-motivated with the ability to use his/her own initiative	X	
Excellent organisational skills and attention to detail	X	



Flexible and co-operative team worker	X
Reliable and punctual	X
Able to work efficiently and accurately under pressure and to prioritise tasks	X
Confident in dealing with a variety of stakeholders	X
Professional and honest	X
<b>Additional Requirements</b>	
A DBS will be required prior to appointment	X
Good health and attendance record	X
Excellent and unequivocal references	X
Current driving licence and personal transport	X

### **Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently 21 primary and one infant school within the Trust.

### **The vision and ethos of the Trust**

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as





well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR