



## **Application Guidance**

Thank you for your interest in the position of Teacher of KS2 – Maternity Cover

Please find attached a Job Description and Person Specification for the post, which will give you more information about the job, and the type of person we are looking for to fill the position. You will also find a copy of our application form to complete.

Completed application forms should be sent to Mrs Elizabeth Hill, Business Manager, at the school address. *CVs will not be accepted.*

Applications will also be accepted by e-mail, but these will need to be signed at the interview stage [info@colchesterhighschool.co.uk](mailto:info@colchesterhighschool.co.uk).

**Closing date for applications: Midday Friday 3<sup>rd</sup> May 2019**

**Interviews WC Monday 13<sup>th</sup> May 2019**

If you would like to find out more about us as a school, please visit:  
[www.colchesterhighschool.co.uk](http://www.colchesterhighschool.co.uk).

We regret that we are unable to reply to each applicant; therefore, if you do not hear from us within 6 weeks of the closing date for this post you should assume that you have been unsuccessful on this occasion. If you prefer, you may enclose a stamped, addressed postcard for us to acknowledge receipt of your application.

We look forward to receiving your application.



## **Job Description**

<b>Job Title:</b>	Teacher of KS2 – Maternity Cover
<b>Salary:</b>	Dependent on existing salary and experience
<b>Reporting to:</b>	Assistant Head – Teaching and Learning
<b>Location:</b>	Colchester High School, Wellesley Road, Colchester, Essex CO3 3HD

### **POST TITLE: KS2 Teacher – Maternity Cover**

#### **Experience**

- Exemplary classroom practitioner
- Experienced teacher of KS2.
- An awareness of curriculum issues relating to KS2.
- Meeting the needs of students with Special Educational Needs and the Gifted and Talented
- Awareness and promotion of the use of ICT within in the curriculum
- Pastoral work in a school setting

#### **Qualifications**

- Degree in an appropriate KS2 related discipline
- PGCE or other appropriate teaching qualification

#### **In-Service Training**

- Up to date subject knowledge and skills
- A programme of relevant recent courses undertaken

## Skills

- Teaching pupils assigned to you to achieve the curriculum objectives consistent with the aptitude and abilities of the pupils, supervising and registering attendance.
- Setting and marking work (including examinations) to be carried out by pupils in school or elsewhere. To assess pupils work, record and report on their development and attainment to ensure progress is tracked and pupil performance is maximised.
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing courses and lessons to meet the learning needs of pupils in accordance with the objectives of Colchester High School. To attend assemblies and attending and leading after school clubs.
- To provide for the special needs of all pupils taught, liaising with the Head of Learning support as applicable.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above.
- Establish a constructive working relationship with colleagues.
- Communicating and co-operating with persons or bodies outside the school.
- To report all health and safety requirements and to ensure all risk assessments are in place. To report all health and safety concerns to the principal.
- To adhere to all statutory requirements relating to Form Teachers duties, such as taking of the register.
- To create an inviting and stimulating teaching area within the classroom by keeping the room tidy and creating stimulating displays of pupil work. Maintaining and monitoring display work in appropriate areas of the school.
- To engage in a whole school coordination responsibility in a particular curriculum area.
- To ensure that all pupil tracking and progress data is provided as required by the school.
- To ensure that thorough and comprehensive reports are completed in line with school guidelines.
- Carry out all duties assigned to the teacher.
- To maintain the school's standard of discipline in line with the school behaviour policy.
- To adhere to all policies and procedures set out by the school.
- To act in a professional manner at all times.
- To undertake certain staff supervisory duties as required.
- To undertake such other duties as may be reasonably delegated by your line manager/the Principal.

The above list is not exhaustive and you may be required to undertake other duties that are generally in line with the above responsibilities from time to time.



## Person Specification

### KS2 Teacher

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Fully accredited Qualified Teacher Status</li> <li>If Qualified post Sept. 1999, successful completion of the Induction Year.</li> </ul>	<ul style="list-style-type: none"> <li>Successful Completion of a Returning to Teaching course (If the applicant has had a break from active service)</li> <li>Evidence of recent significant further professional development</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Effective communication &amp; interpersonal skills – relate with tact &amp; discretion to people at all levels</li> <li>Articulate – able to convey educational information to parents and pupils.</li> <li>Attention to detail.</li> <li>Ability to multi-task.</li> <li>A thorough and up to date knowledge of his/her subject specialism.</li> <li>Knowledge of child protection guidelines and procedures.</li> <li>The ability to use a range of classroom management and teaching strategies</li> <li>The ability to challenge and support all pupils to 'do their best'.</li> <li>Basic understanding and competence in IT.</li> <li>The ability to be flexible in adapting to different methods of lesson planning, work presentation, classroom organisation and codes of behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of Positive Behaviour Management</li> <li>Knowledge of the SEN Code of Practice and its application</li> </ul>

<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Team worker.</li> <li>• Self motivated &amp; able to work on own initiative.</li> <li>• Able to think flexibly &amp; laterally.</li> <li>• Willing to take an active part in all aspects of school life.</li> </ul>	<ul style="list-style-type: none"> <li>• Sensitivity to the need to respect the 'ownership' of information gained from schools and observe professional discretion.</li> <li>• An ability to accept responsibility for planning and sustaining his/her own professional development.</li> <li>• Willingness to contribute to whole school initiatives and support school improvement programmes.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching within the age range for which the applicant is applying</li> <li>• Successful teaching within the requirements of the national curriculum</li> <li>• Experience of working as part of a school team developing whole school policies</li> <li>• Experience in planning and managing the work of classroom assistants/learning support assistants</li> </ul>	

## WELFARE OF CHILDREN

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed