**Job Description: Year 3 Teacher (English and Maths) with Year 5 & 6 English Maternity Cover**

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| **Post Title** | Year 3 Teacher with Year 5 & 6 English (Junior School)- Maternity Cover  Based at HCJS, 28 Castle Street HR1 2NW |
| **Salary** | Competitive |
| **Dates:** | Start date: 4th January 2021. A fixed term contract for up to 13 months. |
| **Hours/Weeks** | This is a full time position, though a working pattern of 4 days across the week might be possible.  This agreement will be regularly reviewed and the role will cease on the resumption of work by the employee who is, or will be, absent wholly or partly because of pregnancy or childbirth. |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.  The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster: |

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| **The** **Organisation**  Hereford Cathedral School is one of the UK’s leading independent co-educational day and boarding schools, providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Reporting Lines:**  The post holder reports to the Director of Studies (Junior School) and the Head of the Junior School |

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| **Accountabilities:**   * To teach Year 3 Maths and English * To act as Year 3 Form Teacher * To teach Year 5 & 6 English * To contribute to the English department by carrying out the professional duties of a teacher. * There may be opportunity for the right candidate to become acting Head of English |

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| **Responsibilities:**   * Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times. * To abide by our coronavirus protocols * To teach English & Maths as above, challenging and supporting each pupil. * To assess, record and report on the development, progress and attainment of pupils. * To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere. * To take part in the School’s professional development programme and take responsibility for own continuous professional development (CPD). Actively seeks to reflect on and enhance own practice. * To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date. * Undertake whole school duties. * To support through involvement the School’s extra-curricular activities. |

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| **Health and Safety:**  As an employee you are expected to:   * to take reasonable care of your own health and safety * to take reasonable care that your department and staff follow all H&S guidelines and policies * to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work * to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies * not to interfere with or misuse anything that's been provided for your health, safety or welfare * to report any injuries, strains or illnesses you suffer as a result of doing your job * to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) * if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Degree level qualification  Qualified Teacher Status  Evidence of involvement in relevant CPD | Masters degree or above  Other relevant professional qualifications and involvement |
| **Experience and Knowledge** | Excellent knowledge and understanding of relevant curriculum and a passion for teaching.  Worked effectively as a form tutor  Knowledge and experience of lesson planning, use of resources and assessment.  Understanding of the theory and practice of effective teaching.  Record of successful teaching (can be teaching practice)  Knowledge of Safeguarding and Child Protection of Young People | Experience of creating a positive learning environment for pupils.  Development of schemes of work |
| **Skills/Abilities** | Build and maintain effective  relationships through effective interpersonal skills  Strong organisational and administrative skills  Excellent communication skills  Inspire, challenge, motivate and empower others  Think creatively to anticipate and solve problems  Inclusive approach to education  Ability to manage own time effectively  Takes responsibility for own professional development and sees the value of CPD.  Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel | Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school  Ability to deliver feedback effectively.  Able to contribute to the School’s extra-curricular activities programme. |
| **Aptitude** | Naturally demonstrates a ‘can do’ helpful attitude  Work under pressure, maintaining a sense of perspective and humour  Reliability and integrity  Resilience and tenacity  Commitment, honesty and dedication  Shares the School’s values and vision and committed to the School’s vision for learning experience and outcomes for pupils. |  |
| **Circumstances** | Able to work flexibly.  A strong commitment to support the School’s extra-curricular activities programme. |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |