



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Junior School
Key Stage 2 Teacher
Short Term Cover

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KEY STAGE 2 TEACHER

At HCJS, children have the opportunity to explore a wide range of learning opportunities. We are a nurturing environment, with a strong family feel. Widely known in the area for our excellent music and sport, HCJS children perform equally well academically and are encouraged to be responsible citizens. We have a close partnership with the Cathedral, and chorister pupils commit to a busy programme of rehearsals each week. We worship in the Cathedral throughout the year.

Children may join the School at Rising 3 in our Nursery. At Key Stage 1, children are taught by their form teacher for most of their lessons in modern purpose-built classrooms, with specialist provision for music and sport. In Key Stage 2 the children come up to our historic, Georgian buildings where they remain in small class sizes, with their form teacher taking pastoral responsibility for their needs. Children of this age are taught mostly by subject specialists, ensuring that they have the opportunity to enjoy a rich and varied curriculum, preparing them well for senior school.

The School boasts dedicated art, design & technology rooms and a science laboratory. Assemblies, drama rehearsals and concerts take place in the school hall, whilst ICT may take place in one of two ICT suites. PE and games are on the curriculum for all children every week, with use of a purpose-built sports hall, the Wyeside playing fields and swimming lessons at the leisure centre. Clubs run most evenings after school and all teachers contribute to the extra-curricular programme.

The Junior School calendar encourages learning opportunities outside of the classroom. Visiting speakers are a regular feature of our teaching and congregational time. The School also regularly takes pupils on residential trips.

The Junior School teaches children up to Year 6 after which pupils move up to Hereford Cathedral School in Year 7.

J O B D E S C R I P T I O N : K E Y S T A G E 2 T E A C H E R

Post title: Key Stage 2 Teacher

Salary: Competitive (Teacher Scale)

Hours/weeks: Part-time 0.46 FTE in the Autumn Term and 0.34 FTE in the Spring and Summer Term

Contract Dates: 1 September 2025 - July 2026

Location: Hereford Cathedral Junior School, 28 Castle Street, Hereford HR1 2NW

O P P O R T U N I T Y

Hereford Cathedral Junior School seeks to appoint a dynamic and enthusiastic professional to teach a range of subjects.

The candidate will be a form teacher, taking shared responsibility for a Year 4 group of approximately 15 pupils. Whilst the timetable will likely be subject focused, as our pupils receive specialist provision, we expect our Junior School teachers to be flexible and able to teach across the age and subject range.

The School launched its digital strategy in September 2022, with Year 6 bringing their own devices, whilst other year groups use our stand-alone facilities. It is expected that the successful candidate will be experienced in using technologies to enable children's learning.

This is a part-time, maternity cover for approximately 10 months and the ideal candidate will want to involve themselves fully in the life of the school.

O U R O F F E R

- A highly talented and supportive staff and governing body
- Competitive salary
- Free lunch provided in term time
- Enrichment opportunities through our exceptional extra-curricular opportunities
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding pupils

R E P O R T I N G L I N E S

The post holder reports to the SLT and Principal

A C C O U N T A B I L I T I E S

- To contribute to the Junior School by carrying out the professional duties of a teacher

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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: KEY STAGE 2 TEACHER

1 SEPTEMBER 2025

RESPONSIBILITIES

Teaching Responsibilities:

- To teach Key Stage 2 and deliver an inspiring, challenging and balanced curriculum to pupils that supports the subject areas, in line with National Teaching Standards
- To liaise with Heads of Department to ensure a coherent programme of study for pupils
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice.
- To support the ongoing development of the Digital Strategy
- Utilise department meetings, INSET and professional development opportunities to support the choice of appropriate teaching and learning methods to meet the needs of the Key Stage
- Develop enrichment activities to enhance teaching and learning including clubs, trips and competitions
- To support the development of the school and contribute to the departmental and overall School aims and objectives
- To support curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- To assess, record and report on the development, progress and attainment of pupils
- To embed the 'Cultures of Thinking' ethos within teaching pedagogy

Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of the department or wider school
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date

THE ROLE: KEY STAGE 2 TEACHER

1 SEPTEMBER 2025

Pastoral Responsibilities:

- To provide pastoral support to pupils as a form tutor or similar role as required
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

General Responsibilities:

- To maintain good standards of behaviour amongst pupils, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To support through involvement in the School's extra-curricular activities
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice

Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications	Degree level qualification Qualified Teacher Status Evidence of involvement in relevant professional development	Other relevant professional qualifications
Experience and knowledge	Excellent knowledge and understanding of the curriculum and a passion for teaching Knowledge and experience of lesson planning, use of resources and assessment. Understanding of the theory and practice of effective teaching Successful teaching at Key Stage 2	Experience of creating a positive learning environment for pupils Awareness of HR policies and procedures Worked effectively as a form tutor Experience of supporting high achievers In-depth understanding of current and emerging issues, trends and opportunities in digital learning
Skills and abilities	Ability to deliver effective feedback Able to listen and reflect to seek continuous improvement and promote best practice Inclusive approach to education Values and takes responsibility for own professional development Good IT knowledge in Microsoft Office applications to include Word, PowerPoint and Excel Able and willing to undertake classroom teaching and contribute to the School's extra-curricular activities programme	Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the School Good IT knowledge in OneNote and Teams
Aptitude	Naturally demonstrates a 'can do' helpful attitude Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed Ability to supervise and manage groups of children and young people with confidence Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils Commitment, honesty and dedication Reliability, integrity, resilience and tenacity Work under pressure, maintaining a sense of perspective and humour	
Circumstances	Able to work flexibly, earlier starts, evenings and weekends will be required 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	

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Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. 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 above is not exhaustive and may, occasionally, be reasonably amended by the Head. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the School and the professional development of staff.

H O W T O A P P L Y

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on Monday 21 July 2025**. Early applications are welcome. The School is likely to interview suitable applicants and appoint before the deadline.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.