



**CLASS TEACHER APPOINTMENT
INFORMATION FOR APPLICANTS**

KS1 Class Teacher – Maternity cover

Fixed Term from 22nd April 2025 – up to 1 year

MPR: M1-M6

INFORMATION ABOUT THE SCHOOL

Skelton School is a community school with an integrated nursery, in the heart of the village. It is an incredibly happy school with a warm, family feel. Our children are motivated to work hard and demonstrate great respect for each other and the adults around them. Our team of dedicated staff ensure to take time to get to know our children and families well and work hard to maintain a nurturing environment which ensures that our pupils feel safe and are confident to speak to the adults around them if they have any concerns. We are proud of our ambitious curriculum and have high ambitions for what each of our pupils can achieve, offering a wide range of wider opportunities helping our pupils to develop personally and to broaden their horizons.

AIMS AND VISION

Confident, capable learners in a caring community

Stretching, minds, bodies and horizons

Pupils enjoy coming to this school. They are happy and know that they are well cared for. The school has high ambitions for what pupils can achieve. In lessons, pupils are motivated to work hard. The school's vision to develop pupils into 'confident and capable learners' is realised. This is reflected in the high quality of pupils' work. There are many opportunities in place to broaden pupils' horizons, for example through whole-school trips and events.

OFSTED – June 2024

To achieve this vision, we aim to provide an environment and ethos which leads to the following outcomes:

- Learners feel safe, respected and valued
- Everyone is motivated to learn and achieve highly
- Learning is enjoyable but challenging
- Learners are supported appropriately and effectively
- Learners understand the importance of health to their well-being
- Learners make a positive contribution to their communities and the wider world
- Learners are well-prepared for their future

In order to achieve our aims as a school, we work closely with parents, carers, pupils and the local community, regularly seeking their views on our provision.

POST AVAILABLE

The children, staff, and Governing Body of Skelton School are excited to welcome a dedicated and creative KS1 Class Teacher to join our friendly and hardworking team. This is a fantastic opportunity to work in a truly special school that sits at the heart of its community.

The Role:

You will be teaching a mixed Year 1 and 2 class full-time, supported by a teaching assistant for part of each day. The role involves planning and delivering engaging lessons that meet the diverse needs of all pupils while fostering a positive, nurturing classroom environment. An interest or experience in subject co-ordination is desirable, ideally RE, DT, or PSHE.

The Ideal Candidate Will:

- Be an excellent and caring classroom practitioner.
- Have recent experience teaching in KS1, preferably in a mixed-age setting.
- Have high expectations for what pupils can achieve.
- Inspire and nurture pupils to achieve their full potential.
- Plan engaging, inclusive, and carefully sequenced lessons.
- Have strong classroom and behaviour management skills.
- Communicate effectively and build positive relationships with pupils, families, and colleagues.
- Be well-organised and reflective, with a commitment to professional development.
- Support the school's ethos and vision wholeheartedly.

What We Offer:

- A warm, family-like atmosphere with a strong sense of community.
- Motivated, respectful pupils who are eager to learn.
- A supportive and dedicated team prioritising pupil and staff well-being.
- Opportunities to contribute to subject co-ordination and whole-school improvement.

Skelton School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies as well as a work place health assessment.

THE APPLICATION AND SELECTION PROCESS

Visits to the School

Visits to the school are strongly recommended but **must be booked prior to arrival.**

The following days and times are available:

- Monday 13th January at 9.45am
- Thursday 16th January at 3.45pm
- Friday 17th January at 1.15pm.

Please email or telephone the school office **from Tuesday 7th January 2025** to arrange a day and time. 017684 84367 or admin@skelton.cumbria.sch.uk

We recommend that you visit our school website www.skelton.cumbria.sch.uk or our Facebook page to learn more.

MAKING YOUR APPLICATION

All candidates must complete the Local Authority application form which is available on our school website. The form must be fully completed. You should also include a concise and clear supporting letter (of no more than 2 sides of A4), detailing how your interests and experience make you the ideal candidate for this position. The person specification criteria will be used to draw up the shortlist. Please show clearly how you meet the requirements giving supporting evidence and examples where possible.

Applicants should email their completed applications to Mrs Helen Newton (Acting Headteacher) admin@skelton.cumbria.sch.uk

CLOSING DATE AND SHORTLISTING

Closing Date: Friday 24th January 2025 at 12 noon.

All applications will be acknowledged to confirm receipt.

Shortlisted candidates will be informed on Tuesday 28th January 2025. Please note that we will be seeking references immediately after the shortlisting process, therefore it is important that you inform your referees of your application to allow them time to prepare a reference. It is essential that your current, or most recent, head teacher or mentor is a referee.

Only successful candidates will be informed of the outcome of the shortlisting process. If you are unsuccessful, we thank you for the time you have taken and for your interest in working at our school.

FINAL SELECTION PROCESS AND INTERVIEWS

Interviews will be held on Tuesday 4th February 2025.

Shortlisted candidates will be required to:

- Teach an observed lesson (further details will be given to shortlisted candidates).
- Complete a written task
- Attend an interview

JOB DESCRIPTION

POST: KS1 Class Teacher – Maternity cover

SCHOOL: Skelton School

ACCOUNTABLE TO: Headteacher and Governing Body

PAY GRADE: Main Pay Range (M1-M6)

JOB PURPOSE: To provide high-quality teaching and learning for a KS1 class, ensuring every child achieves their full potential in a safe, nurturing, and inclusive environment. The role involves delivering a creative and engaging curriculum that meets the diverse needs of all pupils, including those with SEND or high ability, while fostering a love of learning and developing essential skills.

As a maternity cover, the teacher will seamlessly maintain continuity in the pupils' education, uphold the school's standards, and contribute to a supportive and collaborative school community. The teacher will also promote a culture of innovation and best practice, using technology, adaptive teaching strategies, and current educational approaches to meet the demands of an evolving classroom environment.

KEY RESPONSIBILITIES

Planning, Teaching, and Class Management

- Design and deliver engaging lessons with clear objectives, high expectations, and targeted support for all pupils, including SEND, vulnerable, and high-achieving learners.
- Plan and assess lessons to ensure progression, utilising formative assessments and data to adapt teaching approaches.
- Use varied teaching methods, incorporating technology and effective questioning to foster knowledge, skills, independence, and resilience in learners.
- Maintain high standards of classroom management, behaviour, and organisation in line with school policies.

Assessment and Reporting

- Monitor and record pupil progress systematically, using data to inform future planning and teaching.
- Provide regular, clear feedback to pupils and set personalised targets for improvement.
- Complete all national and school-based assessments and present informative verbal and written reports to parents and stakeholders.

Curriculum Development

- Co-ordinate and develop subjects or areas of school improvement, setting clear goals and success criteria.
- Collaborate with colleagues to contribute to whole-school planning and improvement initiatives.

Teamwork and Relationships

- Work collaboratively with colleagues and support staff to optimise pupil outcomes and ensure smooth transitions across year groups.
- Build positive relationships with parents and carers, fostering a supportive and inclusive school community.

Professional Development and Conduct

- Reflect critically on teaching practices, participate in performance reviews, and take responsibility for professional growth.
- Stay informed about current educational practices and contribute to staff meetings and training sessions.
- Uphold the school's values, code of conduct, and safeguarding responsibilities at all times.

Additional Duties

- Fulfil supervisory roles as required, such as break duties.
- Undertake any reasonable additional responsibilities that support the school's operations and goals.
- This role is subject to the conditions outlined in the School Teachers' Pay and Conditions Document and will be reviewed regularly.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

PERSON SPECIFICATION FOR KS1 CLASS TEACHER – MATERNITY COVER

This Person Specification provides a picture of the skills, knowledge and experience needed to carry out the job and will be used in the short-listing and selection process.

	Essential	Desirable
Qualifications & Training	<p>Qualified Teacher Status</p> <p>Up to date educational thinking and knowledge</p>	<p>Evidence of continuing professional development applied to the classroom</p> <p>A Paediatric First Aid qualification completed within the last three years</p>
Experience	<p>At least 1 year of recent KS1 teaching experience</p> <p>Experience of planning for, teaching and assessing Y1 and Y2 pupils</p>	<p>Experience of conducting Year 1 phonics checks</p> <p>Teaching the Twinkl phonics scheme</p> <p>Experience of teaching a mixed age class</p> <p>Experience of working in a rural, small school setting</p> <p>Experience of teaching EYFS pupils</p> <p>Experience in the use of retrieval practice, modelling and guided practice</p> <p>Managing the work of teaching assistants to ensure effective learning takes place</p> <p>Experience as a subject-coordinator in a primary school</p>
Knowledge & Skills	<p>Strong knowledge of the KS1 National Curriculum, early reading any synthetic phonics</p> <p>Confident in teaching Maths and English to a high standard</p> <p>Effective use of formative assessment to challenge and support pupils</p> <p>Proven excellence in classroom management, organisation, and behaviour management</p> <p>Ability to deliver engaging lessons with pace, motivation and challenge</p> <p>Understanding of and commitment to equal opportunities</p> <p>Sound knowledge and understanding of safeguarding procedures</p> <p>Innovative use of technology across the teaching role</p>	<p>Knowledge of the EYFS framework</p> <p>Clear knowledge and understanding of assessment requirements for Y1 and Y2</p> <p>Understanding of how to identify and support pupils who are vulnerable</p> <p>Training in adaptive teaching and evidence of using this to promote inclusion and support a range of needs within a class</p> <p>Ability to lead DT, RE, PSHE or another foundation subject</p>

Personal Qualities	High expectations for self and pupils Enthusiastic, caring and approachable Flexible – able to cope with the unexpected! Well-organised and tidy Able to work effectively as part of a small team Able to work positively and sensitively with the range of pupils and their parents Committed to ongoing professional development Willing to contribute to whole school initiatives, and support school improvement programmes	Ability to motivate and support colleagues Interest in supporting extra-curricular activities and wider life of the school
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