

St Matthew's Catholic Primary School



Nursery Teacher Recruitment Pack

St Matthew's Catholic Primary School

Saffron Drive • Allerton • Bradford • West Yorkshire • BD15 7NE

☎ 01274 541737

✉ admin.office@stmatthews.ngfl.ac.uk

🐦 @stmatthewsbrad

Headteacher: Mrs Katy Cox FCCT



Our Mission:
*I try to live like Jesus: I love; I forgive; I pray.
 'Come Follow Me' - Be the best that I can be.*

17th May 2021

Dear Applicant,

Thank you for your interest in the teaching post at our school.

St Matthew's is an over-subscribed, voluntary aided Catholic Primary school, with a one form entry. Our school is located in a housing estate on the outskirts of the City of Bradford. We have wonderful views over the valley to Clayton, Queensbury and Thornton. We are a diverse community and celebrate that our children come from a wide range of backgrounds and experiences.

We are seeking to appoint an enthusiastic, conscientious and highly motivated teacher, who has a great track record of effective teaching, to join our friendly team and teach in our Foundation Stage unit with responsibility for the Nursery class. This is a main scale salary post.

Our school was judged to be an outstanding Catholic school in the Section 48 Inspection in May 2018, and retained its good Ofsted judgement in January 2018. We have a very strong record of successfully supporting teachers in the early stages of their career and developing leadership skills.

St Matthew's is a member of the Catholic Schools Partnership and a strategic partner of the Teaching Schools Alliance. Further information about the CSP and CSPTSA can be found at www.csptsa.co.uk. Our school will be joining the Blessed Christopher Wharton Catholic Academy Trust (BCWCAT) on 1st September.

The closing date is Friday 11th June at 10.00am with interviews set for Tuesday 15th June.

Visits to school are permitted under Covid-19 restrictions. You will be expected to have completed a negative LFT up to 3 hours before your visit. If you would like further information or to book a visit, please do not hesitate to contact us either by emailing katy.cox@stmatthews.ngfl.ac.uk or by phoning school.

Yours faithfully,

Katy Cox



St Matthew's Catholic School Primary School

NURSERY TEACHER JOB DESCRIPTION

ST MATTHEW'S CATHOLIC PRIMARY SCHOOL



SAFFRON DRIVE, ALLERTON, BRADFORD

WEST YORKSHIRE, BD15 7NE

Telephone: 01274 541737 - Fax: 01274 496152

E-mail: katy.cox@stmatthews.ngfl.ac.uk

Website: www.stmatthewscatholic.co.uk

Headteacher: Mrs K Cox

NAME

POST

Teacher

RATIONALE

This job description is provided to assist you in understanding and appreciating the role that you play in school and the work content of your post.

CONDITIONS OF SERVICE:-

At St Matthew's, the Governors are your employers and as post-holder you are required to carry out your professional duties as a teacher as set out in the current **Statutory Teachers Pay and Conditions of Service**, and also such particular duties which the Head Teacher may reasonably direct from time to time.

As a member of staff in a Catholic school you are employed under the conditions of the current **Catholic Education Service contract**.

This document must be read in conjunction with the current **Framework of Professional Standards for teachers**, post-threshold teachers and other categories of teachers which apply to your post.

RESPONSIBILITIES AND DUTIES INCLUDE:-

The details set out below outline the main and particular duties and responsibilities that relate to your post. These develop the general actions and expectations outlined in the **above documentation**; however a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time which should be spent undertaking the different tasks.

a	General	1)	Supporting and actively helping the realisation of the Mission Statement of the school.
		2)	Discharging all duties in such a way as to maintain and develop the Catholic character and faith life of the school.
		3)	Being responsible to the Head Teacher and/or Deputy or their representative.
		4)	Teaching pupils either in the role of class or support teacher, as may be required by

		5)	<p>In accordance with the above documentation and our school's specific policies and procedures:</p> <p>Planning and preparing in order to teach, according to their educational needs, pupils assigned to you; this may involve participating in regular team planning meetings.</p> <p>Assessing, recording and reporting on the development (intellectual, social, emotional and behavioural), progress and attainment of pupils; including participating in National and school assessment procedures.</p> <p>Maintaining good order and discipline and safeguarding pupils' health and safety in all school situations.</p> <p>Promoting and celebrating high standards and the progress, achievements and well-being of all pupils within school.</p> <p>Communicating, consulting and co-operating with colleagues, parents, support agencies and other relevant bodies and participating in meetings arranged for any of the</p>
		6)	Ensuring that the classroom environment and designated areas around school supports current teaching and learning; that teaching areas are tidy, appropriately organised and accessible, and that class and central resources are used carefully and replaced appropriately.
		7)	Covering for colleagues in accordance with STP&C .
		8)	Participating in administrative tasks stated in STP&C .
		9)	Taking assembly and organising celebrations in accordance with school routines and rotas.
		10)	Co-ordinating or managing the work of in-house colleagues.
		11)	Participating in the school's Performance Management system and taking part in your own continuous professional development (see below) and contributing to that of colleagues.
		12)	Participating in, and reporting on, any initiatives described within the School Improvement Plan.
b	Specific teaching	1)	Class teacher in nursery
c	Curric co-ordination. Teaching & Learning	1)	Co-ordinator for Nursery undertaking the responsibilities and tasks identified for subject/aspect leaders at St Matthew's.
		2)	

INSET / PROFESSIONAL DEVELOPMENT:-

- 1) Access to appropriate courses and development opportunities to support class work and subject/aspect leadership and development. This to be agreed with Professional Development Co-ordinator/Head as and when they occur.



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NURSERY TEACHER PERSON SPECIFICATION

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WEST YORKSHIRE, BD15 7NE

Telephone: 01274 541737 - Fax: 01274 496152

E-mail: katy.cox@stmatthews.ngfl.ac.uk

Website: www.stmatthewscatholic.co.uk

Headteacher: Mrs Katy Cox

	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> Qualified Teacher Status (A) 	<ul style="list-style-type: none"> CCRS or equivalent (A)
Experience	<ul style="list-style-type: none"> Recent experience of successful teaching (A,I,R) 	<ul style="list-style-type: none"> Teaching in a Catholic primary school (A)
Disposition	<ul style="list-style-type: none"> Commitment to promoting the Catholic ethos of the school (A,I,R) Commitment to working in partnership with colleagues (A,I,R) Commitment to working with parents and 	<ul style="list-style-type: none"> Practising Catholic (R)
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of revised National Curriculum (A,I) Effective planning, assessment and record keeping (A,I,R) Effective teaching and learning strategies (A,I,R) Effective discipline strategies (A,I,R) Effective use of ICT to promote learning (A,I,R) 	<ul style="list-style-type: none"> Ability to lead a curriculum area (A,I,R)
Personal Skills and Attributions	<ul style="list-style-type: none"> Good communication and interpersonal skills (I,R) Motivated and enthusiastic (A,I,R) Excellent attendance record (A,R) Effective classroom organisation skills 	<ul style="list-style-type: none"> Willingness to be involved in out of school activities (A,I, R)

Evidence that applicants meet the above criteria will be obtained from the application (A), interview (I) and references (R).

This post is subject to an enhanced DBS check.