



**Durham
Cathedral
Schools
Foundation**

Chorister School

Prep Teacher

**Temporary – Fixed term contract: January to July 2024
(0.8 fte over five days)**

We are seeking to appoint a suitably qualified, exceptional teacher to teach in our Prep Department (Upper Key Stage 2, Year 5/6) for the Spring and Summer terms of this academic year.

This position will suit an experienced or recently qualified teacher who is enthusiastic and creative in their approach to teaching and learning and who demonstrates a commitment to high quality education and expectations.

The successful candidate will be willing to contribute to the life of our busy, thriving school. In your application, please state your particular areas of interest and strengths within the primary curriculum.

The post is **0.8 fte over five days**. It is a temporary, fixed term contract for the Spring and Summer terms of this academic year. The position has arisen due to increasing numbers on roll.

Salary Scale: Durham Cathedral Schools Foundation pay scale, dependent of experience

Job Description and Professional Duties

- Seek to ensure that pupils attain the highest possible standards in all aspects of school life.
- Ensure a consistent approach to planning, teaching and assessment and to ensure that there is continuity and progression in pupil's learning.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- Work consistently to uphold the school's mission statement and aims.
- Follow all school policies and procedures.

The professional duties and responsibilities of the Prep Class teacher include:

Teaching and Learning

- Plan, prepare and teach high quality, well-structured and engaging lessons.
- Demonstrate good subject and curriculum knowledge and positive enthusiasm.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Make use of formative and summative assessment to secure pupils' progress.
- Make accurate and productive use of assessment, providing or contributing oral and written assessments and reports relating to individual pupils and groups of pupils.
- Use relevant data to monitor progress, set targets and plan next steps.
- Co-ordinate with other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and pastoral arrangements
- Give pupils regular feedback, both orally and through purposeful marking and encourage pupils to respond to feedback.
- Attend Parents' evenings relevant to the pupils taught
- Participate in meetings arranged for any of the purposes described above.

Diversity and Special Needs

- Teach according to educational need, adapting teaching to respond to the strengths and needs of all pupils.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and emotional development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Pastoral

- Promote and safeguard the welfare of children and young persons.
- Manage pupil behaviour effectively through the Foundation's behaviour policy to ensure a safe and supportive learning environment.
- Have high expectations of behaviour and use praise, rewards and sanctions consistently and fairly.

- Undertake the pastoral role of a Form Tutor, to promote and facilitate the general progress and well-being of individual.
- Contribute to the co-curricular and activities programme of the school.

Child Protection, discipline, health and safety

- Promote and safeguard the welfare of children and young persons.
- Maintain good order and discipline among pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in activities elsewhere.

Personal and Professional Conduct

- Fulfil wider professional responsibilities
- Communicate effectively with the parents of pupils and staff.
- Demonstrate consistently high standards of personal and professional conduct.
- Maintain professionalism at all times and keep confidentiality of information.
- Be punctual and committed to the demands of the Preparatory school environment.
- Undertake such duties that the Headmistress may reasonably require.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure. Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability or sexual orientation.

Please complete the DCSF Teacher application form

[Work at Durham Cathedral Schools Foundation | Durham Cathedral Schools Foundation \(dcsf.org.uk\)](https://www.dcsf.org.uk/work-at-durham-cathedral-schools-foundation)

with a supporting statement for the attention of the Headmistress, Sally Harrod, and return to: HR@dcsf.org.uk

Closing date for applications: Monday 20 November 2023, noon

Interviews: Thursday 30 November 2023

Person Specification: Prep Teacher

	Essential	Desirable
Education/Knowledge	<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant degree 	<ul style="list-style-type: none"> • Higher degree
Experience	<ul style="list-style-type: none"> • Experience of teaching in a primary school setting in particular, teaching Key Stage 2 • Evidence of recent professional development/training 	<ul style="list-style-type: none"> • Experience leading subject areas
Aptitude and skills	<ul style="list-style-type: none"> • Ability to work flexibly as part of a team • Ability to maintain a good working environment • Excellent communication skills • Excellent organisational, planning and prioritising skills • Willingness to take responsibility • Ability to use own initiative • Resilient, mature approach • An appreciation of the value of learning • A desire to encourage all young people to succeed 	<ul style="list-style-type: none"> • Ability to initiate activities to enhance provision • Ability to adapt teaching to recognise new and emerging technologies
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm • Sensitivity to students' needs /self-esteem • Willingness to further develop professional skills • Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Team player 	