

**Class Teacher (KS2) (Maternity Cover)
Candidate Information Pack**

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS

Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

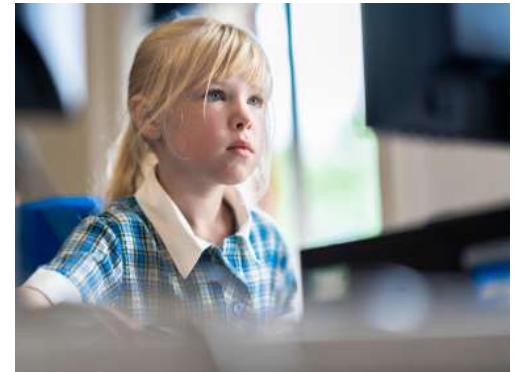
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title: Class Teacher (KS2) (Maternity Cover)

Reporting to: Vice Principal

Hours: Full-time

Salary: Main professional scale

Key Responsibilities:

Planning

When planning, a Class Teacher will be required to:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements in line with the curriculum policies of the school.
- Produce long, medium, and short term planning in accordance with school policy and procedures and within required deadlines.
- Identify clear, relevant, challenging teaching and learning objectives and specify how they will be taught and assessed.
- Set tasks which engage, involve and challenge pupils whilst ensuring a high level of interest and enjoyment.
- Set appropriate and high expectations.
- Set clear, aspirational targets building on prior attainment.
- Identify SEN/D, underperforming, under attaining, able, gifted and talented pupils and plan appropriate interventions to accelerate progress.
- Provide clear structures for lessons in order to maintain pace, motivation and challenge.
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study.

Teaching

When teaching, a Class Teacher will be required to:

- Teach the required or expected knowledge, understanding and skills and ensure the pupils acquire and consolidate them and are able to use and apply them across all curriculum areas, in a range of learning contexts.
- Teach clearly structured lessons and sequences of work which interest and motivate the pupils, make learning objectives and outcomes clear and promote active and independent learning that enables all pupils to think for themselves and to plan and manage their own learning.
- Actively engage and involve all pupils in high quality, challenging learning experiences.
- Make learning interesting, fun and exciting.

- Use a variety of interactive teaching strategies to facilitate, scaffold and support learning.
- Differentiate teaching to meet the needs of pupils of all ability ranges
- Develop key skills as an integral part of all curriculum areas.
- Personalise learning and cater for a wide range of learning styles, interests and abilities.
- Use ICT effectively in teaching and learning and as an embedded part of the curriculum.
- Establish a purposeful learning environment where diversity is valued and pupils feel safe, secure and confident.
- Organise and manage teaching and learning time effectively.
- Build successful relationships centred on teaching and learning.
- Provide home learning that consolidates and extends work carried out in class and encourages independent learning.
- Recognise and respond effectively to equality issues as they arise and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
- Reflect on and evaluate their own teaching critically to improve effectiveness.
- Organise and manage Teaching Assistants in the classroom to maximise the outcomes for pupils' learning.

Class Management

All Class Teachers will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, and promote self-control and independence.
- Set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, challenging learning and fostering positive relationships.
- Use effective behaviour management strategies in order to establish and maintain an appropriate learning environment, pre-empt and address any potential behavioural issues and monitor and intervene to ensure good learning and discipline.

Monitoring, Assessment, Recording and Reporting

As part of monitoring, assessment, recording and reporting, all Class Teachers will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning.
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities and provide constructive feedback to support pupils as they learn.
- Involve pupils in reflecting on, evaluating and improving their own performance and progress.
- Assess pupils' progress and attainment systematically in order to provide evidence of development, identify strengths and areas requiring improvement and inform teaching and learning targets.
- Identify and support pupils with differing levels of ability and those experiencing behavioural, emotional and social difficulties.
- Use assessment data to inform target setting.
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate.
- Analyse assessment and tracking data and identify strengths and areas or pupils requiring targeted improvement.

Other Professional Requirements

In addition, all class teachers will be expected to:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to be the best they can be and meet high expectations.
- Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school provision, as delegated.
- Contribute to the corporate life of the school through effective participation.
- Liaise effectively with all stakeholders.
- Work in purposeful partnership with parents and carers.
- Take on additional responsibilities which, from time to time, be determined.
- Actively participate in Performance Management, training, continuous professional development and other learning activities.
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health and safety, reporting, security, confidentiality and data protection.
- Work collaboratively with other professionals.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Principal/Vice Principal.

Person specification

(E) = Essential
(D) = Desirable

Qualifications and Knowledge

- Teaching qualifications and training in the Key Stage for which they wish to be considered (E)
- QTS, PGCE or equivalent (E)
- Evidence of Continued Career Development (E)
- Good knowledge of all National Curriculum subjects (E)
- An understanding of current best practice in education (E)

Skills and Expertise

- Teach across age and ability range (E)
- Able to teach across both key stages (D)
- Has led a core subject area effectively (D)
- Good range of IT skills (E)
- High expectations of all pupils (E)
- Able to create a well organised and stimulating learning environment (E)
- Be able to promote and support the emotional wellbeing of pupils (E)
- Excellent time management and organisational skills (E)
- Excellent communication skills (E)
- Ability to work effectively as part of a hardworking school (E)
- Ability to prioritise workloads and meet deadlines (E)



Personal Qualities

- Ability to establish positive relationships with staff, pupils and parents (E)
- Ability to multi-task and be flexible (E)
- Ability to think creatively and demonstrate initiative (E)
- High standards and expectations of pupils and yourself (E)
- Commitment to the school's extra-curricular programme (E)
- Sense of humour and positive outlook (E)
- A willingness to learn with and from colleagues (E)

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people (E)
- Strong support for the ethos of the school (E)
- A good role model for all (E)



Benefits

Employee Assistance Programme

Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments

Lunch available during term-time
Paid lunch break
Tea and coffee facilities provided

Physical Health

Occupational health support
Annual flu vaccination
Discounted gym membership
Benenden Healthcare (optional)
Bike2Work Scheme

Financial

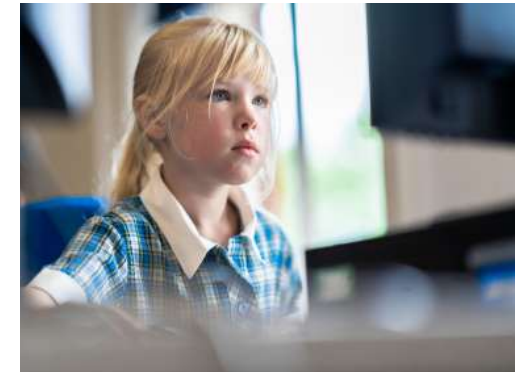
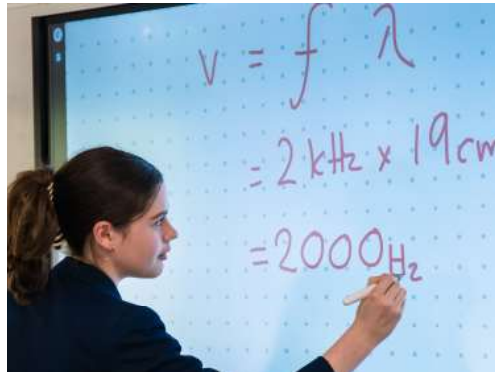
Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development

Life and leadership coaching through the EAP
INSET training

Additional Benefits

Pleasant working grounds and location
Free parking on site
Friendly team



Application process

Closing date for applications: Friday 27th March 2026, 4pm

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



St Mary's
Colchester

