



October 2018

Dear Applicant,

Thank you for your interest in the position of Class Teacher at our school.

Initially the successful applicant will be required to deliver Literacy within Key Stage One; teaching of other subjects and possibly within Key Stage Two will be required as the timetable demands.

In the first instance the contract will be for two terms.

St. Joseph's Preparatory School is a happy and successful, Christian Brothers School, a place where we are proud of our ethos and caring family atmosphere.

The school educates children aged 3 to 11 years.

We have a twenty-four place Nursery class.

We have a maximum of twenty children in each class from Reception to Pre Prep Two and a maximum of twenty-four children in Prep Three through to Prep Six. Each class is taught by qualified teachers, assisted by four full classroom assistants.

The successful applicant will join a friendly, hardworking and dedicated staff, supported by a committed Governing Body.

Our parents are interested in their children's progress and are supportive of the school.

We are a busy school which opens at 07.45am for Breakfast Club and ends the day with Joe's Club running from 3.25pm until 6.00pm.

All the school family strive for the best in every aspect of school life.

Staff provide a wide variety of popular extra-curricular activities which are always over subscribed.

Applicants are strongly encouraged to visit us and you will be most warmly welcomed. Please note that when visiting you will need to provide two forms of identification, i.e. Passport / Driving Licence as part of our Safeguarding Policy.

We look forward to welcoming you to our school family.

Yours sincerely,

*S. D. Hutchinson*

**Mrs S. D. Hutchinson**  
**Headteacher BEd**

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Headteacher: Mrs S.D. Hutchinson BEd**  
**Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533 Fax: 01782 849327**  
**Email: enquiries @stjosepsprepschool.co.uk**



# Person Specification

<b>A</b>	<b>Application Form</b>
<b>I</b>	<b>Interview</b>
<b>R</b>	<b>Reference</b>
<b>T</b>	<b>Task</b>

## Key Requirements

## Source

### Qualifications

<input type="checkbox"/> Qualified Teacher Status	A
<input type="checkbox"/> Catholic Certificate of Religious Studies or equivalent would be preferred but not essential	A

### Experience

<input type="checkbox"/> Successful teaching in a Primary setting	A / R
<input type="checkbox"/> Evidence of participation in life of faith community	A / I / R

### Professional Knowledge & Understanding

<input type="checkbox"/> Knowledge of the Primary National Curriculum	A / I / R
<input type="checkbox"/> Understands and is familiar with current learning and teaching strategies	A / I / R
<input type="checkbox"/> Understands and committed to Safeguarding Pupil's welfare	A / I / R

### Skills & Abilities

<input type="checkbox"/> Can work as part of a team	A / I / R
<input type="checkbox"/> Teaching to a high standard	A / I / T / R
<input type="checkbox"/> Relates to and motivates pupils	I / R
<input type="checkbox"/> Self-motivated	I / R
<input type="checkbox"/> Good written and oral communication skills	I / R
<input type="checkbox"/> Enthusiastic and determined	I / R
<input type="checkbox"/> Able to be flexible and use initiative	I / R
<input type="checkbox"/> Good sense of humour	I / R
<input type="checkbox"/> Be able to manage own work / life balance	I / R
<input type="checkbox"/> Enjoy being with children	I / R
<input type="checkbox"/> Be organised / tidy and have excellent classroom skills	I / R