



**St Michael's  
CE Primary School**  
Let your light shine

Head Teacher: Mr A Evans

Somerville Road  
Bournemouth  
Dorset  
BH2 5LH

# **Year 1 Class Teacher - Maternity Cover**

Main Pay Scale

## **Application Pack**

**Closing Date: 9am Friday 10 October 2025**

**Interview Date: TBC - week beginning 13 October 2025**

Like a lighthouse, St Michael's is a beacon of safety and stability.

It takes courage to learn and remember knowledge, develop new skills and allow your own light to shine in the world.

We respect our differences and know that working peacefully together allows our lights to shine more brightly.

**Matthew 5:16**

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## Welcome to St Michael's Church of England Primary School

I am thrilled that you have decided to apply for the role of Year 1 Class Teacher at our school.

You will be part of a thriving community of over ninety members of staff and six hundred and thirty children and their parents. No two days are ever the same and this variety and diversity makes the school the incredible place we all love.

My vision is encapsulated in the aims and vision statement below. Your role will be to work as part of a diligent team of teachers and support staff that make these aims a daily reality for our children.

I look forward to receiving your application, and welcome visits by appointment with the school office.

Our school is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced with barred list check from the Disclosure and Barring Service. As part of our Safer Recruitment process, please take the time to read through our 'Safeguarding and Child Protection Policy', which can be found by following the below link:

<https://www.stmichaelsprimary.bournemouth.sch.uk/policies/>

Our School also completes an online search on shortlisted candidates, as part of our due diligence checks.

Yours faithfully



Anthony Evans

## Year 1 Class Teacher Maternity Cover Application Pack

Headteacher



## Our Church School Vision

Our vision is used across all policies and guides our work. Our vision is:

*Like a lighthouse, St Michael's is a beacon of safety and stability. It takes courage to learn and remember knowledge, develop new skills and allow your own light to shine in the world. We respect our differences and know that working peacefully together allows our lights to shine more brightly.*

'Let your light shine' Matthew 5:16

## School Values

Our school values are **Peace, Courage, and Respect**

## Aims

We have simplified our vision and values into our school aims listed below:



## About St Michael's Church of England School

St Michael's School has been educating, serving and nurturing the children of Bournemouth for almost 150 years, existing on its current site since 1878. Many years and building projects later, St Michael's is now a modern, well-equipped, three-form entry primary school. The school welcomes children from Reception to Year 6 and there is also a popular single-form Pre-school on site.

Situated in central Bournemouth, a coastal town boasting nine miles of sandy beaches. Bournemouth has a rich history dating back to Victorian times, when it played host to literary icons such as Mary Shelley and J R R Tolkien. Once a popular spa town, it remains a desirable holiday destination and a vibrant place to live.

Owing to its unique location, the children of St Michael's are able to take advantage of all Bournemouth has to offer. From trips to the fascinating Russell-Cotes Art Gallery and Museum, to participating in events at the impressive Bournemouth Library and enjoying sports days on the beach. All right on our doorstep.

As the population of Bournemouth has evolved over the past two decades, so has that of St Michael's. One of the school's many strengths lies in the diversity of its pupils and their families. Between them, the children of St Michael's are able to speak or understand over fifty languages and come from all around the world. The children's cultures and languages are celebrated and seen as valuable assets in enhancing their learning journey as they move toward being global citizens of the future.

St Michael's is a Church of England school with an active link to St Michael's Church, a short walk away. At its heart are the Christian values of Peace, Courage and Respect. Our school's Christian vision is expressed by the verse from Matthew 'Let your light shine' – every individual is given the space and encouragement to find their strengths and fulfil their potential.

The children work hard learning a challenging, knowledge-rich curriculum, taught by passionate, committed teachers who go over and above to provide the best learning experiences for each child in their class. Teachers and teaching assistants work in an environment of mutual respect and support, keeping up to date with the latest research-based evidence, through regular training, discussion and study, to constantly develop and improve their pedagogy and practice. They seek to adapt and respond to the changing needs of their pupils and provide the best possible, rounded education in an atmosphere of safety, stability and inclusivity.

The school's varied and engaging curriculum is reflective of the wonderfully diverse community it serves. It has been designed to prepare children with the social, moral, cultural and academic knowledge they need to move forward confidently into secondary school and beyond. Pupils are provided with a wide range of opportunities and experiences to stimulate their curiosity, enhance their learning and inspire them to develop their aspirations.

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Books are a fundamental part of school life at St Michael's, where children enjoy reading for pleasure and are taught by teachers who love to read. Our children become confident, life-long readers themselves through a rich and diverse diet of books.

Both children and staff are supported by a dedicated Senior Leadership Team (and a dog), who lead the school forward with the clear vision of providing a place of safety and stability, of courage and respect, where children love to learn. In addition, a friendly, efficient Office Team contributes to the smooth day-to-day running of the school. All staff are an integral part of our team and vital in facilitating the exceptional educational experience St Michael's strives to offer to each and every one of its children.

## Job Description for Year 1 Class Teacher – Maternity Cover

### Main Pay Scale

<b>Post Details: Year 1 Maternity Cover Teacher</b>	
<b>Post Title:</b> Year 1 Class Teacher	<b>Business Unit:</b> Schools
<b>Post No./Vacancy Ref:</b>	<b>Section/School Type:</b> Primary School
<b>Grade/Payscale:</b> MPS	<b>School Name:</b> St Michael's

<b>Job Purpose &amp; Objectives</b>
<b>Details</b>
1.1 The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning.

<b>Main Duties &amp; Responsibilities</b>
<b>Details</b>
<b>Teaching</b>
2.1 Responsible for the education and welfare of designated classes/groups of pupils at the direction of the Head teacher, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, this school's aims, objectives and schemes of work and the policies drawn up by this school's Governing Body, as well as contributing to the ethos of the school.
2.2 Plan and prepare courses and lessons as directed.
2.3 Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.
2.4 Assess, record and report on the development, progress and attainment of pupils where appropriate.
<b>Other Activities</b>
2.5 Promote the general progress and well-being of individual pupils and any class or group assigned.
2.6 Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary (including further education and future careers).
2.7 Communicate and consult with the parents of pupils and with school governors.
2.8 Communicate and co-operate with persons or bodies outside the school where appropriate.

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2.9 Participate in meetings arranged for any of the purposes described above.
2.10 Participate in arrangements made for the appraisal of performance for yourself and that of other teachers.
2.11 Perform particular duties as may be reasonably assigned to you by the Head teacher from time to time.
<b>Assessments and Reports</b>
2.12 Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.
<b>Professional Development</b>
2.13 Review, from time to time, your methods of teaching and programmes of work with the school's Head teacher and/or Deputy Head teacher.
2.14 Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
2.15 In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for their supervision or training.

<b>Educational Methods</b>
2.16 Advise and co-operate with the Head teacher and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
<b>Discipline, Health &amp; Safety</b>
2.17 Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
2.18 Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.
<b>Staff Meetings</b>
2.19 Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or to administration and organisation, including pastoral arrangements.
<b>Cover</b>
2.20 Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.
<b>External Examinations</b>
2.21 Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting such, examinations.
<b>Management</b>
2.22 Contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
2.23 Assist the Head teacher in carrying out threshold assessments of other teachers for whom you have management responsibilities.
2.24 Co-ordinate or manage the work of other staff.

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2.25 Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
<b>Administration</b>
2.26 Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
2.27 Attend assemblies and/or acts of corporate school worship, as required.
2.28 Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
2.29 Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.
<b>Supervisory/Managerial Responsibilities</b>
Playground and end of day supervision
<b>Additional Information</b>
<b>Details</b>
Within our school we have the expectation that all staff will involve themselves in out of school activities/trips and CPD.
<b>General Information for All Posts</b>
<p>This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Service Director/Head teacher.</p> <p>NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.</p>

## Person Specification

**JOB TITLE:** Year 1 Class Teacher

### Main Pay Scale

Post Details: Year 1 Maternity Cover Teacher	
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<b>Post No./Vacancy Ref:</b>	<b>Section/School Type:</b> Primary School
<b>Grade/Payscale:</b> MPS	<b>Team/School Name:</b> St Michael's

Qualifications/Training	
Requirement	Criteria
Qualified Teacher	Essential
Degree or good professional qualification	Essential
Evidence of relevant in-service training	Desirable

Achievement & Experience	
Requirement	Criteria
Teaching experience	Essential
Experience of teaching all primary age ranges, from EYFS to Year 6	Desirable
Experience of communicating with parents	Desirable

Knowledge	
Requirement	Criteria
Sound understanding of the primary national curriculum	Essential
Sound understanding of primary practice	Essential
Sound understanding of assessment, recording and reporting	Essential
Knowledge of current educational developments	Essential

Skills	
Requirement	Criteria
Good communication and interpersonal skills	Essential
Ability to set clear targets for pupils and to monitor, evaluate and assess	Essential
Good classroom practitioner	Essential
Ability to plan lessons across the breadth of the primary national curriculum	Essential

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<b>Qualities &amp; Attitude</b>	
<b>Requirement</b>	<b>Criteria</b>
Ability to teach with motivation	Essential
Communicate and disseminate information at a child's level of understanding	Essential
Maintain a sense of humour	Essential
To be polite, professional and punctual at all times	Essential
To be highly organised and flexible	Essential
Sympathetic of our church school vision and values	Essential
Ability to work effectively in a team	Essential
Be committed to own professional development	Essential
An enthusiasm for teaching and working with children	Essential
To hold an interest in educational research and pedagogy	Desirable

<b>Other</b>	
<b>Requirement</b>	<b>Criteria</b>
Aptitude to use IT as a teaching tool	Essential