



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Junior School Teacher
(Specialism in MFL)

01432 363511 | HEREFORDCS.COM





HEREFORD CATHEDRAL JUNIOR SCHOOL

From day one, our emphasis is on supporting our children to be happy, independent and curious learners. We welcome children into Reception and take them through to the end of Year 2 in our small pre-prep classes where they receive individualised care and attention.

In these formative years, children learn best through play and by engaging in structured activities which spark their interest. We place a strong emphasis on phonics, spelling and numeracy, whilst also providing opportunities to explore science, technology, humanities, languages, the arts, and sport.

Learning Means the World

From Nursery to the end of Year 3, we have introduced the bespoke 'Dimensions: Learning Means the World' curriculum, an innovative approach which encourages children to weave connections between different subject areas to enhance their learning potential. Through this curriculum, the children go on a journey of discovery, asking searching questions, uncovering how topics are connected, and deepening their understanding by linking new knowledge to their prior learning experiences.

Mastering phonics

We are a Little Wandle school and use this government-approved phonics scheme to enable our children to develop strong reading and spelling skills from an early age. The children foster a genuine love of reading through enjoying books together with their teacher in small groups.

Enhanced Learning

By the time pupils reach Year 4, they are ready to delve more deeply into their subject areas, immersing themselves in experiments in our well-equipped science lab, using digital devices more frequently in a range of contexts with access to a well-resourced library to support their learning.

At the upper end of the school, there's increased specialist teaching, with regular visits to the Senior School for workshops in a whole range of subjects, ensuring our children are all ready and raring to go for the challenges of Year 7 when it comes.

JOB DESCRIPTION:

JUNIOR SCHOOL TEACHER (SPECIALISM IN MFL)

Salary: Competitive (Teacher Scale)

Hours/weeks: 0.4 -0.8 FTE

Contract date: April 2025 (Permanent)

Location: Hereford Cathedral Junior School, 28 Castle Street, Hereford HR1 2NW

OPPORTUNITY

An exciting opportunity has arisen to join the team of Hereford Cathedral Junior School (ages 3 - 11), teaching largely in Key Stage Two, but also in Key Stage One, with responsibility for leading and developing this specialist subject area. The position will suit a fully qualified teacher who has a desire to work with pupils in their first steps at acquiring proficiency in a modern language.

Applications from both primary and secondary backgrounds will be considered, as we seek an applicant who demonstrates a love of language learning and is keen to contribute to this and other areas of our broad and rich curriculum for primary age children.

The candidate will be a form teacher, taking responsibility for a group of pupils. Whilst the timetable will likely be subject focused, as our pupils receive specialist provision, we expect our Junior School teachers to be flexible and able to teach across the age and subject range.

The School launched its digital strategy in September, with Year 6 bringing their own devices, whilst other year groups use our stand-alone facilities. It is expected that the successful candidate will be experienced in using technologies to enable children's learning.

OUR OFFER

- A highly talented and supportive staff and governing body
- Competitive salary
- Free lunch provided in term time
- Enrichment opportunities through our exceptional extra-curricular opportunities
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding pupils

REPORTING LINES

The post holder reports to the SLT and Head of Junior School

ACCOUNTABILITIES

- To contribute to the Junior School by carrying out the professional duties of a teacher

CONTINUED OVERLEAF



CLICK HERE TO VIEW HEREFORD CATHEDRAL
SCHOOL'S YOUTUBE CHANNEL

THE ROLE:

JUNIOR SCHOOL TEACHER (SPECIALISM IN MFL)

APRIL 2025

RESPONSIBILITIES

Teaching Responsibilities:

- To teach and deliver an inspiring, challenging and balanced curriculum to pupils that supports the subject areas, in line with National Teaching Standards
- To liaise with Subject Leads to ensure a coherent programme of study for pupils
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice.
- To participate in the development of ICT within the Key Stage and to support the ongoing development of the Digital Strategy
- Utilise department meetings, INSET and professional development opportunities to support the choice of appropriate teaching and learning methods to meet the needs of the Key Stage
- Develop enrichment activities to enhance teaching and learning including clubs, trips and competitions
- To support the development of the school and contribute to the departmental and overall School aims and objectives
- To support curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- To support curriculum development, including the development of appropriate resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- To assess, record and report on the development, progress and attainment of pupils

Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of the department or wider school
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date

THE ROLE:

JUNIOR SCHOOL TEACHER (SPECIALISM IN MFL)

APRIL 2025

Pastoral Responsibilities:

- To provide pastoral support to pupils as a form tutor or similar role as required
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

General Responsibilities:

- To maintain good standards of behaviour amongst pupils, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To support through involvement in the School's extra-curricular activities
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice

Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	<p>Fluent in a modern foreign language</p> <p>Degree level qualification & Qualified Teacher Status</p> <p>Evidence of involvement in relevant professional development</p>	Other relevant professional qualifications
Experience and knowledge	<p>Excellent knowledge and understanding of the curriculum and a passion for teaching</p> <p>Knowledge and experience of lesson planning, use of resources and assessment.</p> <p>Understanding of the theory and practice of effective teaching</p> <p>Successful teaching at Key Stage 1 and 2</p> <p>Experience of creating a positive learning environment for pupils</p>	<p>Awareness of HR policies and procedures</p> <p>Worked effectively as a form tutor</p> <p>Experience of supporting high achievers</p> <p>In-depth understanding of current and emerging issues, trends and opportunities in digital learning</p>
Skills and abilities	<p>Ability to deliver effective feedback</p> <p>Able to listen and reflect to seek continuous improvement and promote best practice</p> <p>Inclusive approach to education</p> <p>Values and takes responsibility for own professional development</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint and Excel</p> <p>Able and willing to undertake classroom teaching and contribute to the School's extra-curricular activities programme</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the School</p> <p>Good IT knowledge in OneNote and Teams</p>
Aptitude	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed</p> <p>Ability to supervise and manage groups of children and young people with confidence</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p> <p>Commitment, honesty and dedication</p> <p>Reliability and integrity Resilience and tenacity</p> <p>Work under pressure, maintaining a sense of perspective and humour</p>	
Circumstances	<p>Able to work flexibly, earlier starts, evenings and weekends will be required</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	

PERSON SPECIFICATION		
Essential Criteria		Desirable Criteria
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Head. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the School and the professional development of staff.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on Monday 3 February 2025**. Early applications are welcome. The School retains the right to interview suitable applicants and appoint before the deadline.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School’s safeguarding can be found on the School Website.
<https://www.herefordcs.com/about/policies-and-reports/>

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.