



ST. MARY'S CATHOLIC PRIMARY SCHOOLS TRUST

CEO: Miss L. O'Callaghan
www.stmaryscatholicprimaryschoolstrust.co

ST. MARY'S CATHOLIC JUNIOR SCHOOL

Sydenham Road, Croydon, CR0 2EW

Tel: 020 8688 4893

CEO: Miss L. O'Callaghan

Headteacher: Miss S.K. Fizul

Email: office@st-mary-jun.croydon.sch.uk

Job description: PPA Cover Teacher (Computing – Three Days a Week - 0.6)

At Mary's Catholic Junior School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Contract type: permanent

Reporting to: Headteacher

Responsible for: PPA Cover and Subject Leader Release

Key Responsibilities

The Teacher will:

- Deliver engaging Computing lessons across the school, including coding, digital literacy, and online safety
- Plan, differentiate and assess to ensure all pupils make progress
- Work closely with class teachers to ensure continuity of learning
- Contribute to developing the Computing curriculum and resources

The teacher will have a timetabled PPA release of 10% teaching time. They may also be required to undertake any of the duties delegated by the Headteacher based on the needs of the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Follow the schools Behavior Policy



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Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and learning

Communication

- Communicate effectively with all other staff members in a professional way.
- To hold professional conversations with colleagues and be prepared to be held to account and to hold others to account.
- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective, positive, professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers
- Deploy resources delegated to them

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school



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Qualities

- A qualified teacher (QTS) with experience or interest in primary Computing
- Someone who respects and supports the Catholic life and mission of our school
- Knowledge of Scratch, Python, Google Workspace for Education/Microsoft Teams, and programmable devices (e.g., micro:bit, Raspberry Pi) is desirable

Person specification

| Criteria | Qualities |
|--------------------------------------|---|
| Qualifications and experience | <ul style="list-style-type: none">• Qualified teacher status• Degree• Successful primary teaching experience• Experience differentiating lessons to meet diverse pupil needs |
| Skills and knowledge | <ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning |
| Personal qualities | <ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Enthusiasm for developing pupils' digital skills and preparing them for life in a digital world• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality |