



**St Lawrence C.E. Primary School  
Shrewsbury Road, Church Stretton, SY6 6EX**

**Vacancy:**

**English Coordinator / Class Teacher**

**MPS/UPS + TLR**

**Full time, Permanent**

**Required September 2024**

We wish to appoint an experienced teacher to have responsibility for English throughout the school (Nursery to Year 6). Initially we will require the successful candidate to teach a KS2 class full-time with release time for coordinator duties.

This is an exciting opportunity for a committed and able leader to contribute to the development of our successful school.

Visits to the school are both welcomed and encouraged. Please contact Mrs Sally Betton (Business Manager) to arrange this, email: [admin@st-lawrenceprimary.co.uk](mailto:admin@st-lawrenceprimary.co.uk) or Telephone: 01694 722682.

Completed application forms should be returned to school by either post or email.

Closing date: Monday 13<sup>th</sup> May 2024 at 3pm

Shortlisting: Tuesday 14<sup>th</sup> May 2024

Interview date: Thursday 23<sup>rd</sup> May 2024

St Lawrence CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, and volunteers, to share the same commitment. The successful applicants will be subject to an enhanced DBS check.



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**Overview**

The governing body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

We wish to appoint an experienced teacher to have responsibility for English throughout the school (Nursery to Year 6). Initially we will require the successful candidate to teach a KS2 class full-time with release time for coordinator duties.

In accordance with the Teachers' Standards, the school's policies and the direction of the Headteacher the following are essential:

**Key responsibilities:**

- To lead the whole staff team in the teaching of English; reporting progress to the headteachers and governors regularly;
- To lead and manage other teachers and teaching assistants;
- To meet the individual needs of all pupils including those with SEND and those who are disadvantaged;
- To assist with target-setting for pupils, assess progress accurately and produce reports;
- To plan pupils' work and mark/assess outcomes in line with school policies and processes;
- To liaise with parents/carers to ensure pupils enjoy and achieve;
- To work with other members of staff and professionals to provide care, support and safeguarding for vulnerable pupils;
- To uphold the 'Teachers Standards' at all times;
- To undertake such reasonable activities as the headteacher and governors may, from time to time require;
- To coordinate all literacy assessments of pupils.



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**Personal skills/attributes required to carry out these responsibilities:**

- To have the leadership skills and subject knowledge necessary to coordinate English;
- To have a secure knowledge and understanding of the National Curriculum;
- To teach consistently good/outstanding lessons;
- To be passionate about teaching communication, reading and writing skills.
- To be a good communicator and able to lead a team with purpose and vision;
- To have strong and effective classroom management skills;
- The ability to stimulate and engage all pupils;
- To be effective in enabling pupils of all abilities to make good progress;
- To be well organised, tidy and efficient, modelling high standards of presentation;
- To have excellent English, maths and computing skills (including familiarity with an interactive whiteboard);
- To be able to plan thoroughly, assess pupils' work accurately and record progress;
- To have a sense of humour and rapport with other members of staff.

The post is subject to the following terms and conditions:

1. Those set out in the School Teachers' Pay and Conditions Document 2006
2. The school's Instrument of Government as appropriate
3. The other conditions set out in this job description and any others set out in a letter of appointment.

**Application and Selection:**

An application form should be filled in with a covering letter and emailed to [admin@st-lawrenceprimary.co.uk](mailto:admin@st-lawrenceprimary.co.uk) or posted to The Headteacher, St Lawrence CE Primary School, Shrewsbury Road, Church Stretton, Shropshire, SY6 6EX by 3pm on Monday 13<sup>th</sup> May 2024. CVs will not be accepted.

Shortlisted candidates will be contacted via email with further information regarding the interview process.

We will try to inform those that we have not been able to shortlist, depending on the number of applicants.

**Interviews will be held on Thursday 23<sup>rd</sup> May 2024.**