# St Ralph Sherwin Catholic Multi-Academy Trust Job Description

**Class Teacher (Primary)**

**Reporting to:** Headteacher

**Grade/Salary:** Main Pay Scale/Upper Pay Scale

**Contract Type:** Full-time, Permanent

**Hours:** 32.5 Hours Per Week

**Location:** English Martyrs’ Catholic Voluntary Academy

# Main purpose

The teacher will:

* Maintain and develop the Catholic character of the academy
* Fulfil the professional responsibilities of a teacher, as set out in the Academy Teachers’ Pay and Conditions Document
* Meet the expectations set out in the Teachers’ Standards (career stage expect)

# Duties and responsibilities Teaching

Plan and teach well-structured lessons to assigned classes, following the academy’s planned curriculum

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment

Adapt teaching to respond to the strengths and needs of all pupils

Set high expectations which inspire, motivate, challenge and are inclusive of all pupils Demonstrate good subject and curriculum knowledge

Set homework in line with the Academy’s Homework policy

Continually develop your knowledge and practice of teaching pedagogy; engaging regularly with educational research and best practice both nationally and internationally.

# Curriculum

Liaise with senior colleagues to ensure that the departmental curriculum is broad, balanced and current

Work with colleagues within the department to maintain accreditation of relevant examination and professional bodies

Participate in monitoring and evaluation to ensure the delivery of a high-quality curriculum When and where appropriate to lead the development of a subject curriculum area

# Whole-Academy organisation, strategy and development

Contribute to the development, implementation and evaluation of the academy’s improvement plan, policies, practices and procedures, so as to support the Academy & Trusts’ values and vision

Make a positive contribution to the wider life (including Catholic life) and Catholic ethos of the academy

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 positive and safe learning environment

# Professional development

Participate fully in the academy’s appraisal procedures

Participate fully in further training and development in order to improve own teaching Where appropriate, take part in the appraisal and professional development of others

# Communication

Communicate effectively with pupils, parents and carers

Use efficiently, the systems to communicate with colleagues across the Trust and beyond

# Working with colleagues and other relevant professionals

Collaborate and work with colleagues and other relevant professionals within and beyond the academy and Trust

Develop effective professional relationships with colleagues

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# Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the academy

Have proper and professional regard for the Catholic ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality

Be aware of and comply with GDPR guidance set out by the Academy Trust

Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Act as a positive role model for pupils

The teacher will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person Specification Class Teacher (Primary)

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| --- | --- | --- | --- |
| Key: I = Interview A = Application Form | **Essential** | **Desirable** | **How evidenced?** |
| **Qualifications and Experience** | Qualified Teacher Status |  |  | A |
| Evidence of continued professional development |  |  | A |
| Successful primary teaching experience [add minimum number of years or specific age groups if required] |  |  | A |
| Coordination of curriculum subject area |  |  | A & I |
| **Skills and Knowledge** | Knowledge of the National Curriculum |  |  | A & I |
| Knowledge of effective teaching and learning strategies |  |  | I |
| A good understanding of how children learn |  |  | I |
| Ability to adapt teaching to meet children’s needs |  |  | I |
| Ability to build effective working relationships with pupils |  |  | I |
| Knowledge of guidance and requirements around safeguarding children |  |  | I |
| Knowledge of effective behaviour management strategies |  |  | I |
| Good ICT skills, particularly using ICT to support learning |  |  | I |
| **Personal Qualities** | A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the Academy |  |  | I |
| High expectations for children’s attainment and progress |  |  | I |
| Ability to work under pressure and prioritise effectively |  |  | I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Commitment to maintaining confidentiality at all times |  |  | I |
| Commitment to safeguarding and equality |  |  | I |

**Notes:**

This job description may be amended at any time in consultation with the postholder. Add any other notes of relevance to the role/this document.