



## St Anselm's Catholic Primary School

### Job Description - Class Teacher

The post holder will support the Catholic ethos of the school and work to ensure that this permeates all aspects of school life.

#### Job Purpose

As a teacher at St Anselm's Catholic School your main purpose is to carry out the professional duties of a teacher as circumstances may require and in accordance with the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (STPCD) and other relevant Education Acts, the current Teachers Pay and Conditions document, and the school's policies under the direction of the Headteacher.

#### Main Areas of Responsibility and Key Tasks

##### Teaching and Learning

- Provide quality teaching and learning experiences for all children within the class addressing their different learning styles;
- Teach according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in the school and elsewhere;
- Plan effectively within school frameworks, offering a curriculum of broad experiences which challenges and motivates pupils to learn and which equips them for a changing world.
- Monitor pupils' work and set targets for progress
- Help children to develop independence, and a growth mind-set
- Assess and record pupils' progress systematically and keep records
- Work closely with and consult with other colleagues ensuring continuity and progression for pupils
- Organise the classroom and learning resources to create a positive learning environment
- Prepare displays of children's work or stimulus displays;
- Maintain discipline in accordance with school policies and demonstrate good practice with regard to attendance, appearance, punctuality etc;
- Support delivery, recording and analysis of assessment, and contribute towards whole school evaluation.
- Ensure equality of opportunity for all, maintaining an awareness of individual needs and developing a personalised approach to learning and teaching
- Direct and supervise classroom assistants as appropriate
- Lead a subject area following a successful NQT year

## **Pastoral care and behaviour management**

Teachers will implement and maintain the school's pastoral care and behaviour management policies and guidelines to ensure that all pupils:

- Experience high quality pastoral care and equal opportunities
- Are well supported in personal, social, spiritual, moral and cultural development
- Develop mutual respect, self-control and positive collaboration with their peers and with all adults working with them in school
- Are effectively monitored for attendance and punctuality

## **Staff development /training/reviews /meetings**

- Participate in arrangements made in accordance with the school's Appraisal Policy, for the planning, monitoring and review of performance.
- Attend and participate in relevant meetings as directed by the Headteacher
- Maintain an up to date knowledge of the curriculum and teaching strategies through engaging in continuous self professional development.

## **Safeguarding**

The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

## **General**

Attend/lead assemblies, register the attendance of pupils, and supervise pupils as requested and assist with whole school activities.

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*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher or leadership team member to undertake work of a similar level that is not specified in this job description.*

**PERSON SPECIFICATION**  
**Class Teacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status	✓	
<b>Professional Knowledge and Understanding</b>		
Must have knowledge of the National Curriculum for all the subjects for both KS1 and KS2	✓	
Knowledge and understanding of the EYFS Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with the SEN Code of Practice 2014, and the requirement for quality first teaching to ensure inclusion	✓	
<b>Professional Skills and Abilities</b>		
Must be able to respect and promote the Catholic ethos of the school	✓	
Demonstrate an understanding, awareness and empathy for the needs of the pupils at St Anselm's Catholic School and how these could be met.	✓	
Have sound ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance both learning and teaching	✓	
Must be able to plan effective lessons for all the pupils in a class, setting clear learning objectives, linked to prior assessment	✓	
Must be able to use assessments of pupils' learning to inform next steps, both during the lesson and when planning for future lessons	✓	
Deliver a creative curriculum	✓	
Ability to lead a subject following a successful NQT year	✓	

Personal Qualities		
Must be willing to engage parents and carers in order to encourage their close involvement in the education of their children	✓	
Needs to have a flexible approach to work and enjoy being a good team member	✓	
Must have excellent written and verbal communication skills	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Must practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
Must maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
A commitment to promoting and enhancing the Catholic ethos of the school	✓	
A willingness to be involved in the wider life of the school	✓	

Signed: ..... (post holder) Date: .....

Signed: ..... (headteacher) Date: .....