

Holy Rood Catholic Primary School



JOB DESCRIPTION

JOB TITLE:	Primary Class Teacher (maternity cover)
GRADE:	Main Pay Scale
JOB SUMMARY:	To carry out the professional duties of a teacher
ACCOUNTABLE TO:	Head Teacher; Deputy Head Teacher; Phase Leader (curriculum and pastoral matters)
KEY RELATIONSHIPS:	Post holders are expected to interact on a professional level with all colleagues, governors and parents in order to provide the best possible education for every child.

The School:

At Holy Rood Catholic Primary School, we provide a nurturing and inclusive environment which enables everyone to make a positive contribution, both to the school and the wider community. We strive to ensure that all of our learners are able to face new challenges with confidence, in a Christian learning environment, where informed risk taking and a resilient attitude are welcomed, encouraged and achieved. By fully engaging in all aspects of school, we aim for our children to flourish as ambitious and competent individuals, always striving to achieve their full potential and going on to positively contribute in the wider community.

THE ROLE: Holy Rood Catholic Primary School Class Teacher – Maternity Cover

To undertake the teaching of a class of pupils with associated pastoral and administrative duties and general responsibilities in the school, as agreed with the Head Teacher.

MAIN DUTIES

School Ethos and Child Well-being:

- To safeguard and promote the welfare of all children.
- To help to create and support the Catholic ethos of the school, working as part of a caring team and liaising effectively with parents to ensure the best possible care and support for the children.
- To help each child to reach his/her potential - spiritually, morally, culturally, emotionally and socially.
- To help each child to know his/her own worth and to respect all with whom he/she comes in contact.
- To help each child to take responsibility for his/her own work and actions.



Professional Practice

- To work with the SLT and SENDCo to both identify and effectively support SEND or very able pupils, through quality first teaching.
- Provide clear structures for lessons maintaining pace, motivation and challenge for all pupils.
- Make effective use of formative and summative assessment by using data and feedback in lessons to adapt plans and tasks accordingly and identifying target children.
- To ensure effective teaching and make the best use of available time for teaching interventions and guided groups.
- To liaise clearly with support staff, ensuring effective deployment within the classroom.
- Use a variety of teaching methods to:
 - engage and enthuse all learners, modelling tasks and using the correct age-appropriate vocabulary and terminology
 - generate topical discussion in lessons, using effective questioning, listening carefully to pupils' responses and responding accordingly, using any misconceptions as teaching points
 - select appropriate learning resources and develop children's independence through the effective use of working walls, help yourself displays, the library, ICT and other resources;
- To evaluate your own teaching critically to improve effectiveness
- To keep up to date with developments in the specific role by reading, attending courses and reporting back to colleagues.
- To fully take part in and contribute to staff meetings.
- To lead and monitor a subject area, reporting progress to SLT and link governors
- To discuss the child's progress and needs with the parents at twice yearly parents' evenings and at any other reasonable time on request.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct

Pupil Progress

- Follow the school's assessment procedures, as set out in the Assessment Policy.
- Have high expectations of all pupils, setting clear targets and building on prior attainment.
- Use effective assessment for learning strategies to know how well learning objectives have been achieved in lessons and use this to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets to enable pupils to progress.

GENERIC DUTIES AND RESPONSIBILITIES

All duties and responsibilities of this post involve working at Holy Rood Catholic Primary School, on both Groundwell Road and Upham Road sites.

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- Diocese of Clifton policies
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- Common core of skills and knowledge of the children's workforce.

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The post holder may be responsible for the supervision of the work of Teaching Assistants relevant to his/her responsibilities.

GENERAL NOTES

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 Head Teacher to undertake work of a similar level not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Holy Rood Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a robust vetting process including an enhanced DBS and online searches check.

Date of Job Description: September 2025