



## **ST OSCAR ROMERO TRUST**

### **NOTRE DAME CATHOLIC PRIMARY SCHOOL**

#### **JOB DESCRIPTION FOR CLASSTEACHER**

**DESIGNATION OF POST:** ECT/ Main Scale Class Teacher

**RESPONSIBLE TO:** Head Teacher

**Purpose of the job:**

- To teach pupils in the Primary and Foundation age range.
- To support the Head Teacher and Governors in creating an effective primary school.
- To support the Catholic ethos of the school.

**Main duties and responsibilities:**

1. Plan, prepare and deliver an appropriate and differentiated curriculum to meet the needs of the pupils in the class.
2. Have a secure knowledge of the relevant phase and curriculum areas, foster, maintain pupils' interest, and address misconceptions.
3. To ensure pupils receive high quality feedback in accordance with schools policy. Keep appropriate and efficient records of both formative and summative assessments.
4. To enter and evaluate standards using data analysis systems.
5. Set clear targets for the pupils based on prior attainment.
6. Contribute to raising standards of pupil attainment.
7. Report to parents on the development, progress and attainment of pupils.
8. Provide a stimulating classroom environment, which provides scaffolding and resources for the pupils to access.
9. Promote the well-being, health and happiness of the children in their class and any other assigned groups. To foster positive self-esteem and hold high expectations of children's work and behaviour.

10. Maintain good order and discipline amongst pupils, in accordance with the school behaviour policy.
11. To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which they teach.
12. To ensure that extra- curricular activities, trips and visitors are planned to enhance the curriculum.
13. Lead, organise and direct support staff within the class.
14. To communicate and work with outside agencies.
15. Participate in meetings, which relate to the SDP priorities, curriculum, CPD, school management or organisation.
16. Participate in the performance management system for the appraisal of their own performance.
17. To keep up-to-date with latest educational developments through reports, newsletters, professional publications and documents issued by relevant bodies. eg The Trust, RBG, Ofsted, DFE etc.
18. To establish and maintain good relationships with all members of the school community- pupils, parents, colleagues and governors.
19. To have a commitment to and understanding of the school's and the Trust's Equal Opportunities and Safeguarding Children Policies.
20. To ensure that the SENDCO, who is responsible for Inclusion, is kept informed about the progress of pupils with SEN.
21. To ensure that any concerns relating to Child Protection are forwarded to the Child Protection Officer.
22. To undertake the professional duties and responsibilities of a teacher as set out in the current Schoolteacher's Pay and Conditions of Service Document.
23. To carry out any reasonable request made by the Head Teacher or her representative.

**To be responsible to:**      Headteacher  
                                         Assistant Headteacher  
                                         Senior Leaders

Signed (Postholder) \_\_\_\_\_  
Date: \_\_\_\_\_

Signed (Headteacher) \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_



## NOTRE DAME CATHOLIC PRIMARY SCHOOL PERSON SPECIFICATION

**POST: ECT/MAIN SCALE CLASS TEACHER**

<b>Criteria/requirements</b>	<b>Method of shortlisting assessment (Application Form/Interview)</b>	<b>Essential/Desirable</b>
<b>EDUCATION &amp; EXPERIENCE</b>		
1) Qualified Teacher Status	AF	E
2) Educated to degree level	AF	E
3) Successful primary teaching experience	AF/I	E
<b>SKILLS &amp; KNOWLEDGE</b>		
4) A good knowledge of the National curriculum	AF/I	E
5) A good knowledge and understanding of the foundation stage.	AF/I	D
6) Knowledge of effective teaching and learning strategies	AF/I	E
7) A good understanding of how children learn	AF/I	E
8) Ability to adapt teaching to meet pupils' needs	AF/I	E
9) Ability to build effective working relationships with pupils	AF/I	E
10) Knowledge of guidance and requirements around safeguarding children	AF/I	E
11) Knowledge of effective behaviour management strategies	AF/I	E
12) Good ICT skills, particularly using ICT to support learning	AF/I	E
13) Able to develop a creative, stimulating learning environment	AF/I	E
<b>PERSONAL QUALITIES</b>		
14) An ability to communicate effectively both verbally and in writing and have	AF/I	E

competent skills in the use of ICT		
<b>15)</b> An ability to develop and maintain a positive relationship with colleagues, parents, the governing body and members of the trust	AF/I	E
<b>16)</b> A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	AF/I	E
<b>17)</b> High expectations for children's attainment and progress	AF/I	E
<b>18)</b> Ability to work under pressure and prioritise effectively	AF/I	E
<b>19)</b> Commitment to maintaining confidentiality at all times	AF/I	E
<b>20)</b> Commitment to safeguarding and equality	AF/I	E
<b>21)</b> A commitment to sustaining the strong Catholic Ethos of the school	AF/I	E