



**CHRISTUS CATHOLIC TRUST**

**ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL, GRAYS, ESSEX**

**JOB DESCRIPTION – Class Teacher**

**AIMS OF THE SCHOOL:** St Thomas of Canterbury Catholic Primary School is a popular school founded in 1886, boasting an excellent local reputation with facilities that provide an engaging working and learning environment. Our children are always expected to do their best and aim for excellence. St Thomas’ is a 3 form entry school, located on an attractive site, catering for around 630 pupils from a community that embraces diversity.

 **Responsible to:** The Class Teacher is an employee of the Christus Catholic Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and Instrument of Government for the school (Articles of Association and Memorandum of Understanding for academies).

**Introduction**

* This appointment is with the Trustees of the Christus Catholic Trust Board under the terms of the Catholic Education Service contract signed with the governors/trust as employers. The Trustees aim to appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
* The appointment is subject to the current conditions of service for Class Teachers contained in the School Teachers’ Pay and Conditions Document and other current education and employment legislation.
* This job description may be amended at any time, following consultation between the headteacher and the Class Teacher and will be reviewed annually.

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| **Job Title** | **Class Teacher** |
| **Salary/Grade** | Main Scale/Upper Pay Spine |
| **Reports to** | Headteacher/SLT |
| **Liaison**  | Teaching staff, support staff, Headteacher, pupils. |
| **Job Purpose** | To fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document. To meet the expectations set out in the Teachers’ Standards |

**Duties and responsibilities**

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* 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 pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated 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 good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part 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

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Other areas of responsibility**

* The teacher will be required to safeguard and promote the welfare of children and young people, and follow school 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 teacher 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**

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| **1. Qualifications, Training and Experience** | **Essential** | **Desirable** |
| Qualified Teacher Status  | ✓ |  |
| Degree or equivalent  | ✓ |  |
| Evidence of continuous commitment to further professional development  |  | ✓ |
| Experience of teaching across the whole Primary school age range  |  | ✓ |
| Experience of working in partnership with parents  | ✓ |  |
| **2. Professional Knowledge and Understanding** | **Essential** | **Desirable** |
| Demonstrate a knowledge of the statutory requirements of legislation concerning Safeguarding, Child Protection, Equal Opportunities, Health & Safety and inclusion  | ✓ |  |
| Evidence of good general knowledge and understanding of the National Literacy and Numeracy Strategies and the Renewed Primary Framework  | ✓ |  |
| Effective teaching and learning strategies in a primary school  | ✓ |  |
| Excellent understanding of how children learn and ability to actively promote and support creativity and independence  | ✓ |  |
| Evidence of planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils’ progress  | ✓ |  |
| Clear understanding of assessment practice and use of data to inform and improve learning and teaching  | ✓ |  |
| Understanding and implementation of behaviour management strategies  | ✓ |  |
| Ability to motivate pupils of differing abilities  | ✓ |  |
| Clear knowledge of the preparation and administration of statutory National Curriculum tests |  | ✓ |
| Ability to record and report observations in an appropriate manner (both verbally and written) | ✓ |  |
| Able to maintain complete confidentiality within professional responsibilities  | ✓ |  |
| Be committed to the ethos of the school | ✓ |  |
| Awareness of and commitment to equality   | ✓ |  |
| Understand and implement child protection procedures  | ✓ |  |
| Be prepared to develop and learn in the role | ✓ |  |
| **3. Skills** | **Essential** | **Desirable** |
| Ability to promote the school’s aims positively, and use effective strategies to monitor motivation and morale  | ✓ |  |
| Develop good personal relationships within a team (teaching and non-teaching staff)  | ✓ |  |
| Establish and develop close relationships with parents, SLT, Trust Directors and the community  | ✓ |  |
| Ability to manage change effectively to support school improvement  | ✓ |  |
| Ability to develop knowledge and skills leading to future professional development  |  | ✓ |
| Create a happy, challenging and effective learning environment | ✓ |  |
| Know how to use ICT effectively as an integral part of teaching and learning  | ✓ |  |
| **4. Personal Skills and Qualities** | **Essential** | **Desirable** |
| Personal characteristics: Confidence, resilience, approachable, committed, empathetic, enthusiastic, organised, patient, resourceful and interpersonal skills | ✓ |  |
| Excellent communication skills both written and verbally | ✓ |  |
| Ability to remain calm under pressure | ✓ |  |
| Ability to manage, delegate and support the work of volunteers and other teaching assistants in the classroom  | ✓ |  |
| Ability to manage own time effectively  | ✓ |  |
| Demonstrate creativity and an ability to resolve routine problems independently  | ✓ |  |