



## St Anne's Catholic Primary School Class teacher- Person Specification

### **Person specification for Class Teacher (Desirable):**

- Experience of working with 4-11 year olds.
- Experience of involving parents in their child's development.
- Experience of working in a team.

### **Qualifications of Training (Necessary)**

- Qualified Teacher Status
- Degree

### **Safeguarding (Necessary)**

- Successful DBS and Disqualification by Association Check.

### **Desirable**

- Practising Catholic/Christian

### **Main purpose of the job:**

- To promote and support the Catholic, Christian ethos of the school by living out our Mission Statement.
- To meet the Teaching Standards and carry out the general professional duties of a class teacher under the responsible direction of the headteacher.

### **Skills**

- Excellent written and verbal communication and interpersonal skills
- Excellent organisation, time management and ability to meet deadlines
- Able to demonstrate ownership and responsibility for set targets
- Proactive, innovative, enthusiastic, positive and self-confident
- Excellent team working skills including collaborative approach to working
- Ability to work at consistently high standards
- Accurate attention to detail
- In depth understanding of policies and procedures
- Able to use own initiative and seek guidance when required
- Strong commitment to a high level of confidentiality

### **Personal Attributes**

- Able to foster good relationships with children, parents and staff
- Energy and enthusiasm
- Sense of humour
- Team work
- Willingness to learn
- Flexibility
- Reflective practitioner
- Supportive of Catholic ethos of the school

### **Desirable**

Practising Catholic/Christian

### **Teaching**

- Follow the schools teaching and learning and curriculum policies
- Update long term, medium term and short-term planning
- Ensure planning and resources are available for all to access on the school computer system
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons with clear roles for support staff
- Adapt teaching to respond to the strengths and needs of all pupils
- Incorporate cross-curricular skills, themes and dimensions in teaching
- Ensure the effective and efficient use of any staff that are supporting learning in the classroom
- Create a stimulating learning environment which is well-organised and tidy
- Improve the school by working to achieve the aims/objectives set out in the School Improvement Plan
- Take time to share good practice, coach and support colleagues

### **Assessments and Reports**

- To mark/give feedback, in a timely manner, on work set in school and for homework so pupils know how to improve
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Assess using EYFS profile or NC, record and report on the development, progress and attainment of pupils on at least a termly basis
- To set personal targets for pupils based upon prior attainment and discuss with pupils in Pupil Conferencing
- To make accurate and productive use of assessment when planning and delivering lessons
- Participate in arrangements for preparing pupils for end of Key Stage and Phonic Screening tests and administering these in accordance with Statutory requirements
- To record and report on assessments in line with the school's schedule

### **Performance management and CPD**

- Participate in the Performance Management Process arrangements for the evaluation of own performance and that of other staff as directed
- Adapt practice in response to monitoring

- Take part in the school's staff development programme by participating in opportunities for continuous professional development

### **Discipline, Health and Safety**

- Manage behaviour effectively and in line with school policy to ensure a good and safe learning environment both on and off site
- To seek approval from the headteacher for all offsite visits and complete the appropriate risk assessments on Evolve
- On a daily basis ensure teaching resources, learning environment and storage of equipment is managed to ensure children are not put at risk

### **Meetings and Inset**

- Participate in staff and key stage meetings
- Meet with outside agencies as necessary
- Attend statutory moderation and offsite INSET at the request of the headteacher

### **Subject Leaders**

- Know the standards and quality of practice in your subject of responsibility through regular book looks, learning walks and gathering of assessment data
- Ensure appropriate and sufficient resources are available in all key stages
- Contribute to the professional development of other teachers and non-teaching staff
- Implement an annual subject action plan and hold a subject knowledge staff meeting
- Update subject specific policy to reflect current practice
- Prepare a written standards report for the governing body annually

### **Other activities**

- Attend assemblies, school Masses, other religious services and events and contribute to their preparation.
- Perform particular duties as from time to time may reasonably be assigned to her/him by the headteacher eg. break duty/detention supervision, organise whole school events, represent the school at an event, plan and deliver a parent information session
- Register the attendance of pupils and supervise pupils, before, during or after school sessions
- Promote the general progress and well-being of individual pupils and of any class or group of pupils
- Foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
- Make records of and reports on the personal and social needs of pupils working closely with outside agencies as necessary
- Communicate and consult with the parents of pupils within the school day and at Parents' Evenings
- To involve parents in their children's learning
- To promote Equal Opportunities throughout all aspects of school life
- As a leader in our community, to set appropriate standards of dress, language and behaviour
- Participate in leading after school activity clubs in an area of interest to yourself
- To take responsibility for training future teachers or support staff by ensuring course requirements and paperwork are completed fully