

**ST. URBAN'S
CATHOLIC PRIMARY SCHOOL,
a voluntary academy**



The
St Gregory the Great
Catholic Academy Trust

Our Mission Statement

St. Urban's Catholic Primary School exists to provide and promote excellence in learning and achievement within a Christ-centred environment.

About Our School

Christ is at the centre of our Catholic faith.

The gospel values are the focus of our school life, not only in celebration and prayer, but through all our work and in everything we do.

St. Urban's Catholic Primary School is a 1-form entry voluntary Academy in the St Gregory the Great Catholic Academy Trust. The school is located in a suburban area in the north of Leeds.

The school is one of two primary schools in the parish of St. Jeanne Jugan in North Leeds, and serving the Headingley, Meanwood and Kirkstall areas. Demand for places is very high and the school enjoys an excellent reputation in the community.

At our last Ofsted Inspection in November 2022, we were graded as Good overall, with Outstanding judgements for Behaviour and Attitudes and Personal Development.; in our Section 48 R.E Inspection in July 2018, the school was judged outstanding in all areas.

We have a wonderful, talented staff, well-behaved pupils and very supportive parents and parishioners.

We have many after school clubs and we do rely on the goodwill of staff to run some of these for the children.

Being a Catholic school, the governors will appoint a candidate who is able to contribute to the ethos of this Catholic school and who is willing to sign the Catholic Education Service contract. This does not necessarily mean that a practicing Catholic will be appointed and applications from people of other faiths are welcomed.

Further information about our school is available on our website: www.sturbans.co.uk

Candidates are welcome and positively encouraged to visit the school if they wish. Please contact the School Office for an appointment. This is not part of the selection process.



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JOB DESCRIPTION – CLASS TEACHER

Purpose of the Role:

To facilitate and encourage learning which enables students to achieve their highest standards and potential; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment.

The postholder will be expected to undertake duties in line with the professional standards for qualified teachers (Teachers' Standards) and uphold the professional code of the General Teaching Council for England.

Pastoral Care

- To promote care, courtesy and concern for all, as demonstrated through Christ's teaching in the Gospels.
- Take responsibility for the safety, education and social development for each child in your class.
- Provide a role model for the development of children's social behaviour and attitudes.
- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
- Implement school policies and guidelines for pastoral care.
- Build and maintain positive relationships with children and parents.

Planning, Teaching and Classroom Management

- Work alongside colleagues to plan a balanced curriculum that develops the skills and knowledge required by the National Curriculum.
- Prepare schemes of work and medium term plans appropriate to needs, interest, experience and existing knowledge of your pupils.
- Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning.
- Ensure the learning needs of the whole class are met by providing activities that are well-matched for each child, including those with specific learning difficulties and more able pupils.
- Provide opportunities for children to use ICT through cross-curricular activities.
- Liaise with specialist staff, as appropriate, to deliver the curriculum.
- Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning.
- Prepare children's work for displays – maintain a high standard of display in own classroom and jointly with colleagues, throughout the school.
- Establish good working relationships with support staff.
- Establish effective working relationships with all stakeholders and set a good example through presentation and personal and professional conduct.

Monitoring, Assessment, Recording and Reporting

- Mark pupils' work promptly and positively, and comment appropriately with regard to specific intentions and future targets, thereby facilitating positive pupil development.
- Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weakness, inform planning and identify the level at which each pupil is achieving.
- Liaise with Head Teacher, colleagues and parents as appropriate.
- Take part in whole school assessment initiatives, such as leveling of writing to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school.
- Meet the parents formally and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties.
- Write reports on each child at least annually, and reports for transfer to other schools if required.
- Liaise with SENCo to write and review IEPs for specific children.
- Liaise with SENCo to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils.
- Adhere to the practice of confidentiality regarding pupils' records.

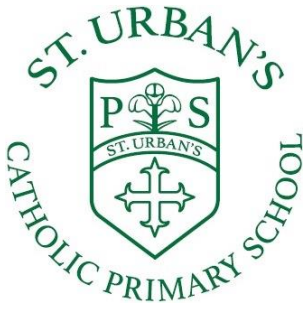
Professional Development

- Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation.
- Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, word-processing for planning.
- Have an excellent working knowledge of teachers' professional duties, professional standards and legal liabilities.

Other Duties

- Attend staff meetings.
- Attend Masses and other religious services throughout the year.
- Carry out supervisory duties.
- Prepare class assemblies.
- Abide by all the health and safety procedures and report any concerns regarding health and safety immediately to the Head Teacher and Site Manager.
- Have a good working knowledge of school policies and aims
- Promote the ethos, good name and reputation of the school at all times.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder.



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PERSON SPECIFICATION: CLASS TEACHER

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	Essential	Desirable
Qualifications & training	<p>The Class Teacher will have:</p> <ul style="list-style-type: none"> • Qualified Teacher status • evidence of continuous participation in in-service development and a commitment to further professional development 	<p>In addition, the Class Teacher might: have gained or are about to gain Catholic Teachers Certificate or Catholic Certificate in Religious Studies or demonstrate a willingness to undertake the qualification</p>
Experience	<p>The Class Teacher should have experience of:</p> <ul style="list-style-type: none"> • teaching at either FS2 or Key Stage 1 • working successfully and co-operating as a member of a team 	
A commitment to education and teaching	<p>The Class Teacher will have the ability to communicate and co-operate by:</p> <ul style="list-style-type: none"> • wishing to work within a Catholic School and be willing to teach R.E. and attend collective worship to meet the expectations of the school's academy council • establishing and maintaining good professional relationships with pupils, parents and colleagues • setting high expectations of all pupils and be committed to raising educational achievement • adopting a flexible approach 	
Knowledge and understanding	<p>The Class Teacher will have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion • the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Curriculum requirements at the appropriate key stage and evidence of a good general knowledge and understanding of the National Curriculum 	<p>In addition, the Class Teacher might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> • working within a Catholic school community, linking with the parish and knowledge of 'The Way, The Truth & The Life' RE programme • leading the development of a curriculum area in a primary school

	<ul style="list-style-type: none"> • planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils' progress • effective teaching and learning styles • how to further develop personal professional skills and knowledge • how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident • how to use ICT effectively as an integral part of teaching and learning • selecting and employing a wide range of resources with regard to safety issues 	
Skills	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> • promote spirituality within the classroom, following school procedures and the 'The Way, The Truth & The Life' RE programme. • promote the school's aims positively, and use effective strategies to enhance motivation and morale • establish and develop a sound professional relationship and affinity with a class of pupils • create a positive, challenging and effective learning environment • develop sound professional relationships • establish and develop appropriate relationships with parents, academy councillors and the community • communicate effectively (both orally and in writing) to a variety of audiences 	<p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> • develop strategies for creating community links • develop strategies for outdoor education
Personal characteristics	<p>The Class Teacher should possess:</p> <ul style="list-style-type: none"> • an awareness of the ethos of a Catholic School and the contribution this makes to the mission of the Church <p>They should also be:</p> <ul style="list-style-type: none"> • knowledgeable and highly competent • approachable and empathetic • creative and enthusiastic • organised and resourceful • intelligent and reflective • committed 	<p>In addition, the Class Teacher might also have:</p> <ul style="list-style-type: none"> • A sense of humour • Flexibility
	<p>The Class Teacher should:</p> <ul style="list-style-type: none"> • have or be willing to undergo an Enhanced DBS check 	<p>The Class Teacher might also be:</p> <ul style="list-style-type: none"> • a practising Catholic

St. Urban's is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.