



St Joseph's Primary School
a Catholic Voluntary Academy

Job Description & Person Specification

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Post Title	Class Teacher / Early Years Lead
Grade	Main Pay Scale + TLR
Responsible to	Headteacher / Senior Management Team
Responsible for	Class Teaching of FS2 and Leading FS Unit
Holiday and Sickness Relief	Cover for colleagues
Purpose	<ul style="list-style-type: none">• To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the School's Ethos, Aims and Policies.• To undertake tasks related to the development of the FS Unit

Specific duties and responsibilities

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

General Responsibilities

To pursue the aims of the school in a positive manner and promote the agreed ethos

To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching

To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school

To monitor and assess children's progress and report to parents

To implement and maintain the school's policy on discipline and behaviour

To support the school's endeavours to meet the needs of its community

Participate in the school's performance management process

Particular Responsibilities

To provide leadership and direction to ensure the sustained development of the Foundation Stage.

To shape and support the leadership of the school as a member of the Senior leadership Team

To help lead the school in policies and practices of continuous school improvement and staff development in relation to Early Years Foundation Stage.

Key Tasks

Class Teacher Tasks:

To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children taught by members of that team, experience similar learning opportunities

To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work

To produce written records of such planning in accordance with school policy

To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents

To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole

To ensure that the classroom space is kept tidy and attractive, with children's resources readily available for them to find independently

To contribute to the ideas within and the implementation of the School Improvement Plan

To supervise the use of support staff relevant to the class.

To contribute to the provision of a safe and secure learning environment.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.

PERSON SPECIFICATION - Essential Qualities

Professional Experiences/Skills – Class Teacher

- Practical knowledge of the National Curriculum
- Ability to meet the needs of a range of children's educational and social needs.
- Ability to form good working relationships with pupils, staff, parents/carers and other people involved in school life.
- Commitment to staff development.
- Practical commitment to equal opportunities.
- Commitment to raising attainment.
- Strong personal philosophy in line with the schools.
- Ability to meet the needs of all children.
- Able to manage and organise a classroom.
- Appropriate behaviour/discipline strategies.

Personal skills/Experience

Be prepared to learn from others.

Understand the role of class teacher.

Understanding and commitment to working with parents/carers.

Ability to monitor, evaluate and set appropriate targets.

Ability to work as part of a school team.

Interpersonal skills.

Organisational skills.

Communication skills (oral and written).

Ability to co-ordinate and develop designated areas, lead staff meetings/INSET

Awareness of current educational issues.

Personal qualities

- Flexibility
- Enthusiasm
- Vision
- Dedication
- Sensitivity and tact
- Ability to work under pressure
- Ability to meet deadlines
- Commitment
- Calm approach