



Saint Edmund's Catholic Primary School

Saint Edmund's Catholic Primary School,
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Job Description: EYFS/KS1 Class Teacher

Salary Range: MPS

Hours: Full-time, Fixed Term

Responsible to: Headteacher

Main activities and Responsibilities

The post holder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

Duties

1. The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively
2. This job description sets out the duties to be undertaken and performed to the satisfaction of the headteacher and local governing body by the post holder in the role of 'Class Teacher'.

Particular Specific Responsibilities

1. The post holder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
2. The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
3. The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
4. The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

General Responsibilities

1. Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
2. Creating a well ordered and secure environment that will ensure the educational well-being of individual children within the group.
3. Embrace the school's Catholic ethos and promote the Trust vision and values.
4. Making effective use of ICT to enhance learning and teaching.
5. Undertaking careful planning and delivery of the curriculum.
6. Ensuring careful and ongoing assessment of the pupils learning to inform further planning.
7. Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
8. Completing all assessments and records as determined by school policy in a timely fashion.
9. Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
10. Working with school leaders to complete and teach individual pupil plans where pupils have specific needs. (IEPs)
11. Ensuring that equal opportunities are implemented in the classroom and throughout the school.
12. Developing and maintaining positive relationship with parents, which involve them actively in the classroom and in the learning process.
13. Participating in planning and staff meetings.



14. Contributing to the whole school ethos by taking a leading role in display particularly in own classroom and designated whole school areas as agreed with the headteacher.
15. Contributing towards the development of the school and implementation of whole school policies.
16. Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.
17. Undertaking in-service training for further development as a teacher.
18. Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

1. Acting in compliance with data protection principles in respecting the privacy of personal information held by the School.
2. Performing their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies.
3. Complying with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.
4. Contributing to and support the overall aims and ethos of the Trust
5. Committing and contributing to improving standards for pupils as appropriate
6. Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust Directors.

Special Conditions of Service

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Christ the King Catholic School is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment. All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

This job description is subject to regular review which can be initiated by either the post holder or the Headteacher and which in any case will be reviewed annually.



Person Specification – EYFS Teacher

Qualifications, training, and Experience	Essential	Desirable
Qualified Teacher Status	•	
Degree or equivalent	•	
Continued commitment to professional development	•	
Experience of teaching at Key Stage 1 Level and/or EYFS	•	
Experience of teaching across the whole of the Primary school age range		•
Experience of working in partnership with colleagues and parents	•	
Experience of delivering effective phonics	•	
Experience of supporting the needs of SEN pupils within a mainstream classroom	•	
Subject leadership or similar responsibility		•
Professional Knowledge and Understanding	Essential	Desirable
Demonstrate a knowledge of the statutory requirements for safeguarding, child protection and inclusion	•	
A secure understanding of the National Curriculum	•	
A good understanding of the Early Years Framework for Reception	•	
Effective teaching and learning strategies in a primary school and knowledge of what constitutes high quality teaching and learning	•	
Exceptional understanding of how children learn and ability to actively promote and support creativity and independence in learning	•	
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	•	
Be committed to the Catholic ethos of the school	•	
Understanding of the OFSTED framework		•
Professional Skills	Essential	Desirable
Ability to promote the school's vision and aims positively	•	
Develop good personal relationships within a team (teaching and non-teaching staff) and with pupils, parents, other professionals, and the wider community	•	



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		•
Ability to communicate effectively (both written and verbally) to a variety of audiences	•	
Create a happy, challenging, and effective learning environment	•	
Know how to use ICT effectively as an integral part of teaching and learning	•	
Personal Attributes	Essential	Desirable
Personal characteristics:		
Confident, resilient, approachable, committed, empathetic, enthusiastic, organised, patient, resourceful, warm, sense of humour, and demonstrate interpersonal skills	•	
Willing to support the Catholic ethos of the school	•	
Excellent communication skills both written and verbally	•	
Good organisational skills	•	
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	•	
Show a passion for learning and inspire children's learning	•	
Demonstrate creativity and an ability to resolve routine problems independently	•	

