

*"I have come that you may have life and have it to the full."
John 10:10*



Headteacher: Mr P Bowker
Address: Buckstone Crescent, Alwoodley, Leeds, LS17 5ES
Telephone: 0113 293 9901
Email: school.office@stpaulscps.org.uk
Website: www.stpaulscps.com

Temporary Class Teacher- Full time (MPS/UPS): Start date: 1.9.22 .

JOB DESCRIPTION – CLASS TEACHER

Job Purpose

- To ensure all children are safe, happy and well supported in education.
- To carry out the professional duties of a primary class teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.
- To support, uphold and enhance the Catholic ethos of the school.
- To create a purposeful learning environment where the children can make rapid and sustained progress in their learning.
- To set challenging targets for the children to aspire to.

Pastoral Care

- Take responsibility for the safety, education and social development for each child in your class.
- Use CPOMs to ensure the safeguarding of all children is the highest priority.
- To be a role model and help develop the 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.
- To promote care, courtesy and concern for all, as demonstrated through Christ's teaching in the Gospels.
- Implement school policies and guidelines for pastoral care.
- Build and maintain positive relationships with children and parents.
- To contribute to the wider life of the school, beyond your own classroom.

Planning, Teaching and Classroom Management

- Ensure all children are safe.
- Work alongside other colleagues in the Multi-Academy Trust to plan a balanced curriculum that develops the skills and knowledge required by the National Curriculum.
- Prepare specific schemes of work and medium term plans appropriate to the needs, interests, experiences and knowledge of the individual cohort of children.
- Identify precise learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning.
- Teach daily synthetic phonics/spellings effectively following the agreed scheme of work.
- Manage the timetabling of the curriculum to ensure children have access to a varied and knowledge-rich curriculum.

- Lead all support staff in the setting to ensure they are working effectively with children.
- Use the outdoor environment to motivate all groups of children.
- Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and also more able pupils.
- Provide opportunities for children to use Computing and technology through cross-curricular activities.
- Liaise with specialist external staff, as appropriate, to deliver the curriculum and meet the needs of all children. Eg. Speech and Language therapist/ Play therapist/ NHS hearing and sensory teams.
- Prepare children's work for displays – maintain a high standard of display in own classroom and jointly with colleagues, throughout the school.

Monitoring, Assessment, Recording and Reporting

- Recognise the signs of abuse and report any concerns immediately to a designated safeguarding officer.
- Follow all Child Protection procedures and use CPOMs effectively to report any concerns or worries.
- Mark work daily in line with the school marking policy, setting challenging and purposeful next steps in learning for the children.
- Make regular assessments and observations of children's work and record this on the school's internal data tracking system.
- Liaise with the Head Teacher, Senior Leadership team and parents, as appropriate.
- Take part in whole school assessment initiatives, such as the moderation 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 the SENDCo to write and review Provision Maps and Key Learning plans for specific children.
- Regularly update the CPOMs Child Protection and online behaviour tracking system that is used by the school.
- Adhere to the practice of confidentiality regarding pupils' records and data protection, in-line with the 2021 recommendations.

Professional Development

- Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation.
- Be prepared to triangulate ideas and lessons with colleagues internally and across the Multi-Academy Trust, sharing good practice and areas for development.
- Welcome informal drop-ins and lesson study sessions from Senior Leaders and other colleagues.
- Have an outward facing approach to educational change and development.

Other Duties

- Attend staff meetings.
- Attend Masses and other religious services throughout the year.
- Carry out supervisory duties.
- Prepare class assemblies.
- Attend Child Protection Training and regular updates from Safeguarding Officers.
- Attend First aid training.
- 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 the whole 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. Job descriptions will be used as part of the appraisal process for staff.

Person Specification: Temporary Class Teacher

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

	Essential	Desirable
Safeguarding and Child Protection	<p>The Class Teacher should:</p> <ul style="list-style-type: none"> • be willing to undergo an Disclosure and Barring Service (DBS) enhanced check to work with children. • Read and sign the "Keeping Children Safe In education" 2021 document. • Be willing to sign the Disqualification by Association 2018 safeguarding form. 	<p>The Class Teacher might also have:</p> <ul style="list-style-type: none"> • Up-to-date training in child protection and safeguarding in school.
Qualifications & training	<p>The Class Teacher will have:</p> <ul style="list-style-type: none"> • Qualified Teacher status • A degree or equivalent qualification. • GCSE's (or equivalent) graded A-C in English and Maths. 	<p>In addition, the Class Teacher might:</p> <ul style="list-style-type: none"> • have other suitable qualifications that are linked to Education or teaching.
Experience	<p>The Class Teacher should have recent experience of:</p> <ul style="list-style-type: none"> • teaching in two Key Stages across the school. • working successfully and co-operating as a member of a team 	<p>In addition, the Class Teacher might have experience of:</p> <ul style="list-style-type: none"> • teaching across the whole Primary age range or in an Early Years setting.
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 Trust Board. 	<p>In addition, the Class Teacher might have experience of:</p> <ul style="list-style-type: none"> • Working within other areas of industry.

	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Working within a current successful educational setting.
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) statutory National Curriculum requirements at the appropriate key stage. Is clear in how to plan effective age-appropriate lessons for children, using up-to-date resources and creative pedagogical approaches. 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 Computing effectively as an integral part of teaching and learning selecting and employing a wide range of resources with regard to safety issues 	<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 Has recent experience of teaching remotely using Teams/Google Classroom.
Skills	<p>The Class Teacher will be able to:</p>	<p>In addition, the Class Teacher might also be able to:</p>

	<ul style="list-style-type: none"> • 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, governors and the community 	<ul style="list-style-type: none"> • develop strategies for creating community links • contribute to whole school productions or celebrations.
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 • flexible in their approach • organised and resourceful • intelligent and reflective • committed and resilient • professional in their appearance, modelling high standards to the children. 	<p>In addition, the Class Teacher might also have:</p> <ul style="list-style-type: none"> • A specific interest or hobby that may enhance the creativity and culture of the school. • Evidence of working 'beyond the classroom' in an area of personal interest.

Visits to the school are warmly encouraged. All visits should be pre-arranged with Mrs Diaz (Office Manager) by calling 01132939901 or emailing: school.office@stpaulscps.org.uk

Applications from Catholic and Non-Catholic teachers, who would support the ethos and teachings of the Catholic Church, would be welcome. Early Career teachers are welcome and encouraged to apply. **All applicants must use the CES application form.**

St Paul's Catholic Primary school, VA is committed to safer recruitment and appointments are made subject to satisfactory references, Pre-Employment Health Checks and a successful DBS disclosure. Safeguarding and promoting the welfare of children and young people is an expectation of all staff.

For further information please contact Mrs Gaffey (Head of School) or Mr Bowker (Interim Executive Headteacher) on: 01132939901.