



St Mary's Catholic Primary School (2023 – 2024)

Job description and profile – Class Teacher

Job Description and Person Specification for the role of Class Teacher

Job title: Class Teacher

Location: St Mary's Catholic Primary School, Chippenham

Responsible to: Head Teacher and Senior Leadership Team

Salary grade: Main Scale

Hours: 0.4 FTE

Job Purpose:

- Teach a class of pupils; ensuring that planning, preparation, recording, assessment, and reporting meet the varying learning and social needs of the pupils
- Maintain the positive ethos and core values of the school, both inside and outside of the classroom
- Contribute to the constructive team building amongst teaching and support staff, parents, and governors
- Ensure that the current national conditions of employment for schoolteachers are met
- Demonstrate all the key teaching standards in everyday duties and teaching
- Promote and safeguard the welfare of the children and young people that they are responsible for, or
- come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the School.
- Perform 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.
- Comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.
- Contribute to and support the overall aims and ethos of the Trust.
- Deal with highly confidential and sensitive issues.

Duties

The position of class teacher will involve the following duties:

- Implement agreed school policies and guidelines with regards to Child Protection & Safeguarding, Health and Safety, Teaching & Learning, the Curriculum, Assessment, Inclusion (including SEND, Looked after etc.), Equal Opportunities, Specific Subjects, the various Personnel and Management requirements, as well as others determined by the Governing Body of St Mary's Catholic School
- Support initiatives decided by the Headteacher and senior leaders.
- Plan appropriately to meet the needs of all pupils, including those with SEND, Pupil Premium, EAL, high attaining or other significant groups.
- Make effective use of assessment and ensuring coverage of the National Curriculum.
- Provide effective feedback to secure sound learning
- Ensure pupils acquire and consolidate knowledge, skills and understanding.

- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the schools behaviour policy
- Communicate and co-operate with specialists and outside agencies.
- Lead, organise and direct support staff within and outside of the classroom.
- Participate in the performance management system of appraisal of their own performance.
- To be responsible for a curriculum area, as appropriate.
- To undertake additional tasks as reasonably requested by the headteacher, deputy head or senior leaders.

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 for the Post of Class Teacher

1. <u>Qualifications, training, and Experience</u>	<u>Essential</u>	<u>Desirable</u>
Qualified Teacher Status	✓•	<input type="checkbox"/>
Degree or equivalent	✓•	<input type="checkbox"/>
Evidence of continuous INSET and commitment to further professional development	<input type="checkbox"/>	✓•
Experience of teaching at Key Stage 1	✓•	<input type="checkbox"/>
Experience of teaching across the whole of the Primary school age range	<input type="checkbox"/>	✓•
Experience of working in partnership with parents	✓•	<input type="checkbox"/>
2. <u>Professional Knowledge and Understanding</u>	<u>Essential</u>	<u>Desirable</u>
Demonstrate a knowledge of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety, and inclusion	ü	

Establish a knowledge of the statutory National Curriculum requirements	ü	
Effective teaching and learning strategies in a primary school	ü	
Exceptional understanding of how children learn and ability to actively promote and support creativity and independence in learning	ü	
Evidence of planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils' progress	ü	
Clear understanding of assessment practice and use of data to inform and improve learning and teaching	ü	
Understanding and implementation of behaviour management strategies	ü	
Ability to motivate pupils of differing abilities	ü	
An understanding of the positive links necessary within school and links between schools (especially partner schools) as well as with all its stakeholders	ü	
Ability to record and report observations in an appropriate manner (both verbally and written)	ü	
Able to maintain complete confidentiality within professional responsibilities	ü	
Commitment to supporting the Catholic ethos and a Catholic way of living and teaching	ü	
Understand the nature and purpose of Catholic Education in developing pupils' religious literacy in the teachings of the Catholic faith.	ü	
Awareness of and commitment to equality	ü	
Basic understanding of Health & Safety	ü	
Understand and implement child protection procedures	ü	
Understand procedures and legislation relating to confidentiality	ü	
How to further develop personal professional skills and knowledge		ü
Be prepared to develop and learn in the role	ü	
3. <u>Professional Skills</u>	<u>Essential</u>	<u>Desirable</u>
Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale	ü	
Develop good personal relationships within a team (teaching and non-teaching staff) and with pupils, parents, other professionals, and the wider community	ü	

Establish and develop close relationships with parents, SLT, Trust Directors and the community	ü	
Ability to manage change effectively to support school improvement	ü	
Ability to develop knowledge and skills leading to future professional development		ü
Ability to communicate effectively (both written and verbally) to a variety of audiences	ü	
Create a happy, challenging, and effective learning environment	ü	
Know how to use ICT effectively as an integral part of teaching and learning	ü	
Select and employ a wide range of resources with regard to safety issues	ü	
4. <u>Personal Skills and Qualities</u>	<u>Essential</u>	<u>Desirable</u>
Personal characteristics: Confidence, resilience, approachable, committed, empathetic, enthusiastic, organised, patient, resourceful, warmth, humour, and interpersonal skills	ü	
Excellent communication skills both written and verbally	ü	
Good organisational skills	ü	
Ability to remain calm under pressure	ü	
Ability to manage, delegate and support the work of volunteers and other teaching assistants in the classroom	ü	
Ability to manage own time effectively	ü	
Show a passion for learning and inspire children's learning	ü	
Demonstrate creativity and an ability to resolve routine problems independently	ü	

Signed.....

Name..... Date.....

Signed.....

Headteacher..... Date.....