

**JOB PROFILE**

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| **Job Title** | **Part Time****Early Years Class teacher** | **Salary** | M1-M6£29,915 -£41,136 |
| **Reports to** | Head teacher | **Department** | Teaching staff |
| **Location** | St Catherine Catholic Primary School, West Drayton | **Hours** | in accordance with current Teachers’ Pay and Conditions |

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| **Job Purpose**To promote and support the Catholic, Christian ethos of the school by living out our Mission Statement. To meet the Teaching Standards and carry out the general professional duties of a class teacher under the responsible direction of the headteacher.Principal AccountabilitiesTeaching* Follow the schools teaching and learning and curriculum policies for the school
* Prepare long term, medium term and short term planning
* Ensure planning and resources are available for all to access on the school computer system and a hard copy is filed in the year group files
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Plan and teach well-structured lessons with clear roles for support staff
* Adapt teaching to respond to the strengths and needs of all pupils
* Incorporate cross-curricular skills, themes and dimensions in teaching
* Ensure the effective and efficient use of any staff that are supporting learning in the classroom
* Create a stimulating learning environment which is well-organised and tidy
* Improve the school by working to achieve the aims/objectives set out in the Annual School Development Plan
* Take time to share good practice, coach and support colleagues
* **Discipline, Health and Safety**
* Manage behaviour effectively and in line with school policy to ensure a good and safe learning environment both on and off site
* To seek approval from the headteacher for all offsite visits and complete the appropriate risk assessments at least one week in advance
* On a daily basis ensure teaching resources, learning environment and storage of equipment is managed to ensure children are not put at risk
* **Meetings and Inset**
* Participate in staff and key stage meetings
* Meet with outside agencies as necessary
* Attend statutory moderation and offsite INSET at the request of the headteacher
* **Other activities**
* Attend assemblies, school Masses, other religious services and events and contribute to their preparation.
* Perform particular duties as from time to time may reasonably be assigned to her/him by the headteacher e.g. break duty/detention supervision, organise whole school events, represent the school at an event, plan and deliver a parent information session
* Register the attendance of pupils and supervise pupils, before, during or after school sessions
* Promote the general progress and well-being of individual pupils and of any class or group of pupils
* Foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
* Make records of and reports on the personal and social needs of pupils working closely with outside agencies as necessary
* Communicate and consult with the parents of pupils within the school day and at Parents' Evenings
* To involve parents in their children's learning
* To promote Equal Opportunities throughout all aspects of school life
* As a leader in our community, to set appropriate standards of dress, language and behaviour
* Participate in leading after school activity clubs in an area of interest to yourself
* To take responsibility for training future teachers or support staff by ensuring course requirements and paperwork are completed fully
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| Agreeing accountabilities* Has an approachable style that enables people to raise concerns (e.g. about safety, ethics or performance).
* Takes responsibility for developing themselves and others
* Holds themselves and others accountable for the standard of delivery with clear links between performance and consequences.
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| Motivating and inspiring others* Be responsive to feedback about your own performance and behaviours
* Lead by example and be willing to do what you ask of others
* Encourage others to question things and take informed risks
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| **Essential Capabilities** |
| **Skills** * Excellent written and verbal communication and interpersonal skills
* Excellent organisation, time management and ability to meet deadlines
* Able to demonstrate ownership and responsibility for set targets
* Proactive, innovative, enthusiastic, positive and self-confident
* Excellent team working skills including collaborative approach to working
* Ability to work at consistently high standards
* Accurate attention to detail
* In depth understanding of policies and procedures
* Able to use own initiative and seek guidance when required
* Strong commitment to a high level of confidentiality
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| Essential Qualifications * Qualified Teacher Status
* Excellent written and spoken English
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