

**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 |
| 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. |
| 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 |
| Essential Qualifications  * Qualified Teacher Status * Excellent written and spoken English |