



St. Paul's Catholic Primary School

Part of the Lumen Christi Catholic MAC
Sisefield Road, Kings Norton, Birmingham B38 9JB
tel: 0121 464 1546 email: enquiry@stpaulrc.bham.sch.uk
Principal: Mrs H Williams



Grade: Teacher MPS
Contract: Full-time, Permanent
Start Date: Spring term 2024

This appointment is with the Board of Directors of Lumen Christi Catholic Multi Academy. The post-holder will, by personal example, promote the Catholic ethos and Mission of the St. Paul's Catholic Primary School and Lumen Christi, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Postholder. It will be reviewed annually.

Core Purpose

As an EYFS Class Teacher at St Paul's Catholic Primary School, the core purpose of the job is to facilitate and encourage learning of pupils aged 4-11 years, which enables children to achieve high standards.

Duties and Responsibilities

Teaching and Managing Pupil Learning

1. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives and targets are met, momentum and challenge are maintained, and best use is made of teaching time.
2. Use teaching methods, which keep pupils, engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
3. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/ Pupil Achievement

4. Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
5. Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils learning, building on prior attainment.
6. Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEP's).

Assessment and Evaluation





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7. Assess how well learning objectives have been achieved and use this assessment for future planning and teaching.
8. Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
9. Monitor the progress of individuals and groups reporting any under achievement to the relevant Subject Leads.

Relationships with Colleagues

10. Work as part of a team with the Headteacher and other teachers to continually strive to raise standards and achievement through:
 - a. planning and preparing the curriculum
 - b. planning and participating in enrichment activities
 - c. participating in INSET and other meetings as directed by the Principal

Relationships with Parents, Other Agencies and the wider Community

11. Prepare and present informative reports, both written and oral, on pupils' progress and attainment for parents and other agencies as directed by the Principal.
12. Liaise with agencies responsible for pupils' welfare.
13. Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.

Manage Own Performance and Development

14. Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in subjects they teach.
15. Share responsibility for the implementation of school policies and practices.
16. Set a good example to the pupils they teach in their presentation and their personal conduct.
17. Evaluate their own teaching critically and use this to improve their effectiveness.
18. Participate in arrangements made in accordance with the regulations for Performance Management.





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Managing and Developing Staff and Other Adults

19. Establish effective working relationships with professional colleagues including, where applicable, support staff

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018 and UK GDPR)

Responsible to: Principal

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. All shortlisted candidates will be subject to an online check. St Paul's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy. Duties, which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018 and UK GDPR).

