



St. Joseph's Catholic Infant School and Nursery

Job Description and Person Specification

JOB TITLE:	Class Teacher
EMPLOYER:	The Governing Body
PAY RANGE:	NQT, Main Pay Scale (UPS considered for the right candidate)
RESPONSIBLE TO:	Governing Body, Headteacher and Members of Senior Management Team

Role Summary:

To carry out the duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document having due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and policies of the Governing Body.

Key Responsibilities:

- Promote the vision, aims and values of the school and to contribute to their development.
- Promote a rich, stimulating and caring environment to encourage all pupils to learn that celebrates the achievements and creativity of all pupils.
- Be committed to the maintenance of high standards and quality of education throughout the school, including the use of ICT
- Ensure the school's open door policy is fully implemented so that parents are made to feel important and welcome visitors.
- Maintain a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children's use according to the children's needs.
- Ensure high standards of pupil behaviour, supporting whole school procedures and promoting mutual respect between all members of the school community.
- Maintain effective records of pupil progress of your subject area, including groups and individual pupils, teacher assessment and any other agreed system.
- Act strictly in accordance with the school policies and procedures
- Assist in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff
- Participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities such as work and planning samples, moderation etc.
- Be a committed and active member of the staff team and school community and play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policy making.

- Follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display.
- Meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school, including an annual written report.
- Implement all school policies, promoting equal opportunities for all.
- Undertake any other particular duty reasonably assigned by the Headteacher from time to time.
- Readily adapt to a constantly changing curriculum, modifying lesson preparation and delivery accordingly
- Gain an understanding of each child's previous educational experience and have adequate knowledge of their home background including medical concerns, ethnic origin, home language and religion.
- Represent school at curriculum cluster meetings, reporting back findings to colleagues within the school. Ensure that positive networks are built.
- Keep up to date with relevant initiatives and development in area of expertise.

Key Skills and Competencies:

Qualifications, Training and Experience

- Qualified teacher status
- Experience of teaching the EYFS and/or KS1 curriculum
- Willingness to continue professional development.

Skills and Aptitudes

- Display excellent teaching skills
- Show a clear commitment to putting our children first
- Work effectively as a member of a team
- Prioritise, plan and organise, delegating responsibility where appropriate in order to manage one's time effectively and meet deadlines
- Communicate effectively in speech and in writing to a variety of audiences, including to the children and their parents, other staff and governors where appropriate
- Promote a productive partnership with parents, and the wider community where appropriate
- Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children.
- Monitor and assess own performance against targets.
- Be supportive of and sensitive to the needs of colleagues.

Communication

- Apply effective verbal communication skills.

- Present information and ideas clearly, by using language appropriate to the audience.
- Positively influence the opinions of others through factual discussion.
- Adapt personal style to suit individual situation and needs.
- Create an environment of trust by delivering on promises.
- Utilise report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.

Professional Knowledge and Understanding

- A sound understanding of what constitutes the good classroom practice needed to promote high quality teaching and learning
- The educational needs of the whole range of pupils in KS1/Early Years
- Approaches to assessing, monitoring and evaluating the curriculum in KS1/Early Years
- Provision for all pupils including most able children and for those with special educational needs and/or children with a disability
- How information technology contributes to teaching and learning in KS1/ Early Years

Other Skills Required for Role

- Exercise flexibility in order to accommodate changes in work priorities.
- Balance tasks and resources in the organisation of a wide range of activities.
- Provide contingencies to deal with the unexpected.
- Think clearly and logically in working through a problem, making referrals as appropriate.
- Anticipate workload and plan ahead.
- Monitor progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have English as an additional language.

Accountability/Freedom to act

- Make routine decisions based upon guidelines and procedures laid down in the established framework.
- Contribute towards the effective delivery of performance targets, objectives and standards.
- Lead by example in standards of behaviour in the work environment.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. and contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

We are committed to the safeguarding and promoting the welfare of children. This appointment is subject to safer recruitment procedures and enhanced DBS disclosure