



# St Mary's CE Primary School

Founded in 1812

Dollis Park, Finchley, LONDON N3 1BT



*We are equal opportunities employers and are committed to promoting the safeguarding and welfare of children.*

## Teaching Staff Job Description Class Teacher and Subject Leader

### General

- To carry out the duties of a teacher as set out in the relevant paragraphs of the current year's School Teachers' Pay and Conditions Document
- Commitment of the development of a distinctive church school ethos, including teaching Religious Education and taking part in and leading Christian acts of worship
- Undertake the leadership of Science across the school

### Church Ethos

- To preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing Christian leadership in the context of the school's vision statement

### Strategic Direction and Development

- To take responsibility for the implementation of the school's policies, plans, visions, targets and practices
- To undertake the leadership of Science across the school and improve provision and outcomes in this area
- To work effectively with colleagues to improve resourcing, outcomes, teaching and provision, especially through leadership of science.
- Plan and assess pupils' learning using knowledge of school policies, school planning documents and National Curriculum requirements for the relevant curriculum areas
- To contribute to the discussion of the school's vision, aims and policies demonstrating a clear educational vision
- To play an active part in the school's review and self-evaluation
- To actively contribute to the development of the school (e.g. through the School Improvement Plan) either individually or as a member of a range of teams; including your year group, key stage or cross-phase working party
- To contribute to staff meetings and governors meetings as required and appropriate



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Head Teacher: **Mr Stefan Roos** Chair of Governors: **Mrs Claire Turner**



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## Teaching and Learning

- Use appropriate teaching and learning strategies to communicate clear learning objectives and expectations, within school policy and National Curriculum requirements that are challenging and encompass the values inherent in our school's ethos.
- Consistently meet both part 1 and part 2 of the national teaching standards 2012 and continually seek improvements in own practice through reflection, evaluation and continuous professional development
- Use school policy, National Curriculum requirements and assessment to set clear targets for improvement of pupils' achievement; monitoring pupils' progress towards those targets
- Use a range of effective, current strategies to make accurate assessments of pupils' learning and progress against attainment targets and performance levels; keeping appropriate records and providing annual and statutory written reports
- To provide an inclusive environment which through effective planning supports and challenges all learners within the class, drawing on a range of expertise where appropriate
- Plan effectively to meet the needs of pupils with Special Educational Need and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Learning Plans
- Create a purposeful, and stimulating environment in which pupils feel confident, secure and able to develop their potential
- Provide appropriate challenge for all pupils in their learning throughout the curriculum with a commitment to raising standards of achievement
- Take appropriate account of ethnic and cultural diversity to enrich the curriculum and raise achievement

## Managing and working with people

- Secure a good standard of pupil behaviour, establishing high expectations of discipline, acting to pre-empt and deal with inappropriate behaviour in the context of the school's behaviour policy
- Where applicable deploy and support other adults in the classroom, involving them where appropriate, in the planning and management of pupils' learning
- Liaise effectively with parents/carers formally and informally on all aspects of pupils' progress and achievements, discussing targets and ways to encourage the pupil's learning, behaviour and progress



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- Keep up-to-date with research, developments and initiatives, seeking relevant in-service training in consultation with the Continuing Professional Development co-ordinator; developing classroom practice as appropriate
- Pay due regard to the values and principles of the school's ethos, working towards securing their outcomes for all pupils
- Demonstrate high standards of professionalism within the role.
- Communicate effectively with all staff.
- Undertake an area of subject leadership in one of the core subjects

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## Class Teacher -Person Specification

### Essential

- Teaching qualification (QTS) and further evidence of training/CPD
- Commitment to the development of a distinctive church school ethos
- Good subject knowledge of the primary curriculum, including phonics
- Experience of teaching pupils in the primary phase
- Working knowledge of pedagogy and teaching methods
- Good knowledge of appropriate strategies to manage behaviour and promote good attitudes to learning
- Willingness to lead a subject area.
- Good verbal and written skills
- Good interpersonal skills (e.g. organisation, enthusiasm, drive, energy, imagination and creativity)
- Good communication skills and ability to work effectively in a team
- Ability to use initiative and work flexibly
- Commitment to CPD and willingness to take feedback on board
- Commitment to Equal Opportunities and Diversity
- Commitment to promoting the Safeguarding and Welfare of all children
- Clear educational vision
- High expectations and knowledge of strategies, show evidence of raising standards/high levels of achievement



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- Experience of liaison with parent groups, including leading induction, curriculum meetings etc.
- Experience of assessment systems, including target setting
- A good understanding of the SEN code of practice
- A proven track record of good or outstanding teaching
- A good understanding of classroom organisation and health and safety
- The ability to direct the work of support staff in your class
- Effective leadership skills and experience, to show improvement in provision and outcomes in a core subject.

## Desirable

- Practising Christian\* in sympathy with the Anglican foundation of the school.
- Pro-active planning for transition of pupils between key stages

*\*We define 'practising Christian' as someone who is a faithful and regular worshipper at a church which is a full or associate member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance and 'faithful and regular worshipper' as someone who is attending at least twice a month at a service of worship.*



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