



**Headteacher:** Mrs G. Gibbons

**Highcliffe Road, Morley,  
Leeds, LS27 9LX**

**Telephone:** 0113 323 0554

**E-mail:** [office@stfrancismorley.org.uk](mailto:office@stfrancismorley.org.uk)

**Website:** [www.stfrancismorley.org.uk](http://www.stfrancismorley.org.uk)

## **JOB DESCRIPTION – CLASS TEACHER**

All teaching staff are employed to carry out their professional duties as set out in the “School Teacher’s Pay and Conditions of Employment” as directed by the Headteacher within the context of the job description set out below.

Teachers are required to work:

- 195 days in a year
- 190 days teaching pupils
- 1265 hours per year directed time

Class teachers are responsible to the Headteacher for teaching duties and are members of a team appropriate to the assigned age group for planning, assessing and resourcing the curriculum. Each teacher is responsible for the direction and supervision of the work of classroom assistants (support staff, parents, students, volunteers) when working in the classroom.

## **ROLE OF THE CLASS TEACHER**

1. To uphold the agreed aims, ethos and policies of the school through:
  - promoting equal opportunities
  - holding high expectations of all children
  - promote inclusive teaching and learning opportunities
  - celebrating children’s achievements
  - fostering each child’s self-esteem and confidence
2. To create a safe, stimulating environment to promote children’s independence through provision of a wide range of appropriate teaching materials/resources/books using 2D/3D displays which are all well organised, tidy and clearly identifiable.
3. To safeguard and promote the welfare of children in your care (as outlined in KCSIE 2024)
4. To plan positive learning experiences using adaptations to challenge each individual’s learning.
5. To assess children’s work keeping relevant up-to-date records and sources of evidence.
6. To be responsible and accountable for the progress and attainment of all pupils in your class.
7. To report to parents and outside agencies on children’s progress using assessment records.

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8. To be responsible for promoting good behaviour in all areas of school.
9. To attend meetings with colleagues and parents as may be required within specified time allocations.
10. To actively encourage parent, teacher and child partnership valuing each contribution.
11. To have a curriculum management responsibility.

## **Personnel Specification:**

### **Class Teacher**

Attributes	Essential	Desirable	How Identified
Relevant Experience	Working in a primary school Evidence of teaching children in the primary age setting Evidence of teaching the full range of subjects taught at primary school	Experience of teaching phonics Experience of Maths CPA principles or other such programme & concepts	Application form/letter of application. References Interview
Education and Training	Qualified Teacher Status Evidence of knowing the current issues in education. Sound knowledge of English / Maths and curriculum requirements as a whole Recent relevant training Degree or Post Graduate Certificate in Education or other equivalent/ relevant qualification Excellent knowledge and understanding/ training in Safeguarding and the importance of safeguarding	Evidence of further study Recent relevant INSET training	Application form/letter of application Interview References
Special Knowledge and Skills	Capable of creating a highly organised and stimulating classroom environment. Ability to work as part of a team. Have a passion for the full range of subjects and be able to identify what extra special thing it is you could bring to the St Francis team	If not an early career teacher - Have sufficient subject expertise to lead development in a Curriculum area. To have had experience of co-ordinating a subject or a strong interest in a curriculum area	Application form/letter of application Interview References

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Any Additional Factors	<p>To be committed to achieving high standards</p> <p>Good Communicator and excellent interpersonal skills.</p> <p>A sense of humour, have a positive attitude and to be resilient</p> <p>Enthusiasm for achieving the best for our pupils</p> <p>Willingness to attend and support school during out of hours activities e.g. after school events, weekend events</p> <p>IT literate and able to use a range of IT products to aid teaching</p> <p>Willingness to run an extra-curricular club</p> <p>Drive and passion to be an excellent classroom practitioner</p>	<p>A committed Christian / or practising Catholic (this is not essential criteria)</p> <p>Willingness to take on extra responsibility</p>	<p>Application form/letter of application</p> <p>Interview</p> <p>References</p>
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This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact our Office manager (Mrs Lawson) on 0113 323 0554.

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