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**St Joseph’s Catholic Primary School, Hartlepool**

**JOB DESCRIPTION & PERSON SPECIFICATION**

**POST TITLE:** **Class Teacher**

**SALARY:** MPS

**RESPONSIBLE TO:** Headteacher / Senior Leadership Team

**EFFECTIVE FROM:**  As soon as possible

**THE DEVELOPMENT OF THE SCHOOL:**

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development Plan.

The Teacher assists the Head and Leadership Group to develop a vision and strategic view for the school in its service to the community.

This appointment is with the Board of Directors of Bishop Hogarth Catholic Education Trust under the terms of the Catholic Education Service contract signed with the directors as employers. The governors will appoint a practising Catholic, where possible, or another person who can show by example and from experience that he or she will exercise the ministry of a teacher, with the Headteacher and Leadership Group, and senior colleagues, giving appropriate witness to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Teachers other than Head teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

**KEY AREA OF RESPONSIBILITY**

**THE DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of a Catholic school stems from the educational

mission of the Church which is reflected in the school's Mission Statement and School

Development Plan.

The Teacher assists the Head and Leadership Group to develop a vision and strategic view

for the school in its service to the community.

**MAIN TASKS**

Work with the Head of School and Leadership Group in:

a) fulfilling the Mission Statement;

b) implementing the educational aims, policies, objectives and targets of the school;

c) implementing the educational aims, policies, objectives and targets of the school;

d) teaching pupils at the school;

e) cooperating with the Head and Leadership Group in monitoring and evaluating the

performance of the school and its achievements as a Catholic school;

f) motivating pupils through interest, encouragement and recognition of their

unique value;

g) contributing to the production of the School Improvement Plan;

h) implementing the Board of Directors’ policies on equal opportunities;

**KEY AREA OF RESPONSIBILITY**

**TEACHING AND LEARNING**

In a Catholic school the search for excellence is expressed in teaching and learning which

responds to the needs and aspirations of its pupils and acknowledges their individual worth

as children of God. The Teacher works with the Head, Leadership Group and senior

colleagues to provide effective teaching and learning throughout the school. He or she

cooperates with the Head, Leadership Group and senior colleagues in monitoring and

evaluating the quality of teaching and standards of attainment, using relevant data and

setting targets for improvement.

**MAIN TASKS**

2.1 Work implementing, in collaboration with Head(s) of Department, other appropriate persons or bodies, a curriculum which:

a) follows the curriculum policy of the Board of Directors and meets statutory requirements;

b) is relevant to the needs, experience, interests, aptitudes and stages of development

of all pupils, including those with special educational needs;

c) is relevant to the needs, experience, interests, aptitudes and stages of development

of all pupils, including those with special educational needs;

d) ensures the Diocesan policy on Religious Education is fulfilled;

e) fulfils the statutory duties in relation to the Curriculum including the National Curriculum;

f) includes arrangements for the daily act of collective worship in accordance with the

norms of Catholic worship and the wider spiritual life of the school.

2.2 Work with the Head of School and Leadership Group in ensuring that:

a) school policies on curriculum, assessment, recording and reporting are implemented

in order to provide effective teaching and learning;

b) the arrangements for teaching and learning form a co-ordinated, coherent curriculum

entitlement for all pupils;

c) information on pupil progress is used to improve teaching and learning, to inform and

motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their

responsibilities for the school;

d) there is continuity of learning and of progression for pupils;

e) challenging targets are set for pupil attainment leading to whole school improvement;

2.3 Work with the Head of School, Leadership Group and senior colleagues in

providing a curriculum for the spiritual, moral, social and cultural development of all

pupils.

2.4 Work with the Head of School and Leadership Group in ensuring appropriate

pastoral care and guidance for all, in accordance with the Mission Statement.

2.5 Work with the Head of School and Leadership Group in determining appropriate

pupil groupings which reflect the values of the Mission Statement.

2.6 Work with the Head of School and Leadership Group to determine and publicise

the means for promoting:

a) Pupils' self discipline;

b) Respect for self, others and authority;

c) Good behaviour on and off school premises.

2.7 Work with the Head of School and Leadership Group in promoting a school ethos

which extends opportunities for learning and encourages extra-curricular activities.

**KEY AREA OF RESPONSIBILITY**

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

In the Catholic school all deployment of staff, finance, material resources, time and energy

should promote the common good of the community.

**MAIN TASKS**

Work with the Head of School and Leadership Group in:

3.1 Making the best possible use of the time and efforts of Classroom Assistants,

Learning Support Assistants and other adults to enhance the learning of groups and

individuals

3.2 Using resources, including time and energy, efficiently and effectively to meet the

school’s aims and objectives in accordance with the school's Mission Statement and

School Development Plan.

3.3 Providing an attractive environment which expresses the Catholic identity of the

school, stimulates learning and enhances the appearance of the school.

**KEY AREA OF RESPONSIBILITY**

**WIDER PROFESSIONAL EFFECTIVENESS**

Take responsibility for professional development by:

a) Taking action to keep up to date in developments in the curriculum and teaching

methods;

b) Making good use of the outcomes of monitoring and the school’s performance

management arrangements in order to improve the quality of their teaching.

**KEY AREA OF RESPONSIBILITY**

**ACCOUNTABILITY**

In a Catholic school the Teacher fulfils his or her responsibilities as specified by the Head

Teacher, Leadership Group and senior colleagues and in accordance with school's Mission

Statement.

**MAIN TASKS**

4.1 In relation to the Governing Body:

a) to assist in the exercising of its functions when requested;

b) to attend meetings of and report to the Local Governing Body as required.

4.2 In relation to parish(es) and the community

Work with the Head of School and Leadership Group by helping to:

a) develop and maintaining positive relationships with the parish communities;

b) ensure that the school recognises and meets its responsibilities in the life of the local

community;

c) develop links with local employers for the benefit of the pupils and the school;

d) promote a positive image of the school in accordance with the Mission Statement.

5.3 In relation to the Diocese:

a) to recognise the authority of the Bishop in relation to the provision of education in the

Diocese;

b) to work where required with Diocesan Authorities.

4.4 In relation to parents and those with parental responsibility

Work with the Head of School and Leadership Group in:

a) building an effective partnership between the school and parents recognising them

as the first educators of their children;

b) promoting understanding of the mission, aims and ethos of the school through

provision of regular information to parents about:

\* The progress of their children;

\* The school curriculum;

\* Other matters relating to teaching methods and organisation;

\* Opportunities for dialogue between parents and staff and for their

involvement in the wider life of the school.

4.5 In relation to National Government, the Local Authority and as directed by the

Head of School and Leadership Group to cooperate with officers and support

services; this to include inspection, monitoring and evaluation of the school.

4.6 In relation to other schools, universities, colleges and educational bodies

Work with the Head of School and Leadership Group:

a) by promoting continuity of learning, progression of achievement and curriculum

development;

b) by arranging for effective transfer and induction of pupils;

c) by maintaining effective liaison;

d) by maintaining effective relationships with other schools, and especially with other

Catholic schools in matters of common concern;

e) by providing training and work experience placements for school, university and

college students as appropriate and in accordance with school policy.

This job description will be reviewed annually, as part of the performance

development process. A review may be initiated at any other time by either the

postholder or the head of school.

• This post has a high level of contact with, and responsibility for, children.

• To safeguard and promote the welfare of children for whom you have responsibility or

come into contact with, to include adhering to all specified procedures.

• To carry out your duties with full regard to the Trust’s Equality Policy and Race

Equality Scheme.

• To comply with Health and Safety policies, organisations statements and procedures

report any incidents/accidents/hazards and take a pro-active approach to health and

safety matters in order to protect both yourself and others.

• Any other duties of a similar nature related to the post, which may be required from

time to time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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| A Member of the Bishop Hogarth Catholic Education Trust  Company Registration Number 7808732  Registered in England and Wales  Registered Office: Bishop Hogarth Catholic Education Trust, The Headlands, Darlington, DL3 8RW |

**POST TITLE:** Teacher

**SALARY:** **MPS**

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|  | **ESSENTIAL** | | | **DESIRABLE** | | |
| **Attribute** | | **Stage Identified** | **Attribute** | | **Stage Identified** |
| **APPLICATION** | E1 | CES Application Form completed to a high standard. Including a well structured supporting letter and personal statement | AF | D1 | Practising Catholic | AF/R |
| E2 | Fully Supported Reference | AF/R |  |  |  |
| **QUALIFICATIONS & EDUCATION** | E3 | Qualified Teacher Status | AF/C | D2 | Catholic Teachers Certificate or DCRS. | AF/R/I |
|  | E4 | Registration with the Teaching Agency |  |  |  |  |
| E5 | Evidence of regular participation in  Continuing Professional Development | AF/C |  | | |
| **EXPERIENCE & KNOWLEDGE** | E6 | Recent attendance at training on classroom practice and skills | AF/C | D3 | Experience of working successfully and cooperating as a member of a team. | R/I |
| E7 | Knowledge of current National Curriculum and structure | AF/R/I | D4 | Knowledge of RE curriculum and its delivery in a Catholic Primary School | AF/R/I |
| E8 | Proven experience of working in primary areas | AF/R/I | D5 | Experience of sharing the responsibility in driving the curriculum forward. | AF/I |
| E9 | Understanding and knowledge of current educational issues | AF/R/I | D6 | Phonics / Sounds Write | AF/I |

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| **SKILLS** | E11 | Ability to demonstrate good classroom  practice and skills | R/I |  | | |
| E12 | Ability to establish and maintain professional relationships | R/I |
| E13 | Ability to communicate effectively in a variety of situations | AF/R/I/P |
| E14 | Curriculum Management (planning delivery and assessment) | R/I |
| E15 | Organisational ability | AF/R/I |
| **PERSONAL ATTRIBUTES** | E16 | Ability to demonstrate enthusiasm and sensitivity when working with others | R/I | D7 | Flexibility and adaptability in order to be able to mix and work with a range of staff and pupils. | R/I |
| E17 | Caring attitude towards pupils and parents | R/I |
| **SPECIAL REQUIREMENTS** | E18 | Ability to support the mission and ethos of the school. | AF/R/I |  | | |
| E19 | Ability to form and maintain appropriate relationships and personal boundaries with children. | R/I/D |
| E20 | Emotional Resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | R/I |
| E21 | Suitability to work with children | AF/R/I/D |

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| Key – Stage Identified | |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure & Barring Check |

Issues arising from references will be taken up on interview, all appointments are subject to satisfactory references and DBS.

A member of the Bishop Hogarth Catholic Education Trust.

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