

**Our Lady and St Philip Neri Primary School**

**Job Description**

**Job Title: Class Teacher**

**Scale:** Main Pay Scale / UPS according to experience

**Responsible to:** The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, governors, parents, children, parishes, advisors and other professionals

**Purpose of the Job**

* Take responsibility for a class of children with the duties listed below:
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The successful candidate will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* Support the Catholic ethos and core values of the school, both inside and outside the classroom;
* To lead the children in prayer and the Christian life and to teach them about their faith in accordance with the Doctrines, Rites and Practices of the Catholic Church
* Be committed to safeguarding children;

**Class Teacher:**

**Academic**

The Class Teacher will:

* Implement agreed school policies and guidelines;
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
* To make appropriate educational provision for children with SEN and EAL;
* Be able to set clear targets, based on prior attainment, for pupils’ learning;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Maintain a high standard of display both in the classroom and in other areas of the school;
* Keep appropriate and efficient records, integrating formative and summative assessment into planning;
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* Communicate and consult with parents and carers and with outside agencies, as necessary, about children’s progress, attainment, behaviour and welfare: written and verbally;
* Participate in meetings which relate to the school's management, curriculum, administration or organisation;
* Respond to information requests from colleagues;
* Make effective use of ICT to enhance learning and teaching;
* Lead, organise and direct support staff within the classroom;
* Take up the opportunity for continuous professional development through self directed reading, courses and in service training;
* Participate in the performance management system for the appraisal of their own

performance;

* Perform any reasonable duties as requested by the Headteacher.

**Pastoral**

The Class Teacher will:

* Value each child as an individual.
* Foster each child’s self-image and esteem and establish relationships that are based on mutual respect.
* Accompany pupils to assemblies, liturgies and other acts of worship
* Encourage pupils’ full attendance at school and their participation in other aspects of school life.
* Be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils.
* Take part in Open Evenings, Parents’ Evenings, etc.
* Contribute to PSHCE and citizenship according to school policy.
* Apply behaviour management systems so that effective learning can take place.

Signed ………………………………………….. Classteacher

Date

Signed …………………………………………..Headteacher

Date

Review Date



**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **QUALIFICATIONS** |  |  |
| Educated to degree level | ✓ |  |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS | ✓ |  |
| Practising Catholic |  | ✓ |
| Committed to the ethos of a Catholic school | ✓ |  |
| EXPERIENCE |  |  |
| Will have had some experience of teaching EYFS | ✓ |  |
| PROFESSIONAL KNOWLEDGE AND UNDERSTANDING |  |  |
| Must have a sound knowledge of the Early Years Curriculum | ✓ |  |
| An understanding of curriculum and pedagogical issues relating to learning and teaching of young children encouraging children to learn in a practical way. | ✓ |  |
| Understanding of and commitment to the school policies, in particular the safeguarding policy. |  | ✓ |
| Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN | ✓ |  |
| PROFESSIONAL SKILLS AND ABILITIES |  |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | ✓ |  |
| Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks | ✓ |  |
| Ability to manage learners’ behaviour effectively and to support the behaviour for learning approach of the school. | ✓ |  |
| Must be able to keep records of pupil progress in line with school policy | ✓ |  |
| Must be able to use assessments of pupils learning to inform future planning | ✓ |  |
| Ability to evaluate and refine own practice. | ✓ |  |
| Ability to plan and work collaboratively with colleagues | ✓ |  |

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| **PERSONAL QUALITIES** |  |  |
| Must be willing and enjoy engaging with parents in order to encourage their close involvement in the education of their children | ✓ |  |
| A teacher with a flexible approach to work who enjoys being a good team member | ✓ |  |
| Must have good communication skills both orally and in writing | ✓ |  |
| Must be able to manage own work load effectively | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships | ✓ |  |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit | ✓ |  |
| Commitment to inclusion within the school | ✓ |  |
| To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post | ✓ |  |
| Must be committed to the safeguarding of children | ✓ |  |