

## St. Helen's Catholic Primary School



### JOB DESCRIPTION

**Post – Class Teacher, Early Years/KS1/KS2**

**Salary: Depending on experience; typically M1 – M6, but candidates on the UPS would be considered**

**Contract – Full time, Permanent**

**Person to whom Class teacher is accountable: Deputy Head teacher**

### Terms and Conditions

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be amended at any time, following consultation between the headteacher and other senior managers, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Job Purpose

- Carry out the duties of a schoolteacher as set out in the ***School Teachers Pay and Conditions Document***
- Support and maintain the catholic values and ethos of the school, both inside and outside the classroom
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet the pupils' varying learning and social needs
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

### Duties

- implement agreed school policies and guidelines
- implement the school's inclusion policy, communicating its philosophy and practice to parents/guardians and the wider school community
- plan appropriately to secure success and improvement for all pupils in the class, ensuring high quality and inclusive education for all pupils
- work with the Senior Leadership Team, colleagues and outside agencies to identify and remove barriers to learning and ensure full access to the curriculum
- use formative and summative assessment so as to be able to set clear targets for pupils' learning
- provide a stimulating, classroom environment for learning
- keep appropriate records
- maintain good order and discipline, in accordance with the school's behaviour policy
- participate in meetings which relate to the school's management, curriculum, administration or organisation
- lead, organise and direct support staff effectively within the classroom
- participate fully in the performance management process
- be fully aware of and understand the duties and responsibilities with regard to safeguarding
- establish and maintain effective working relationships with professional colleagues and parents including reporting to parents on the development, progress and attainment of their child
- undertake other reasonable duties and tasks as directed by the Headteacher/Deputy Head

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At Saint Helen School we aim to:

Ensure that the gospel values, *the love of God and of our neighbours* are found in every aspect of the school's life through:

- helping each other to live out the gospel values
- having good interpersonal relationships
- a commitment to justice
- fostering the talents of the whole school community
- a full programme of caring for and serving those who have particular needs, both within and outside the school community
- providing appropriate programmes that meet the challenge of a culturally and racially diverse society

Practically these can be achieved by:

- making prayer, worship and liturgy real educational experiences and by contributing successfully to the development of the faith of each individual in the school community.
- ensuring that the curriculum provides a setting in which children can grow in understanding and in the acquisition of skills, attitudes and gospel values.
- ensuring that the pupils' experiences of relationships within the school have a formative and significant influence on their understanding of all relationships.
- creating a dynamic interaction between home, parish and school which provides preparation for the pupil's entry into the wider community.

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### CLASSTEACHER PERSON SPECIFICATION

	Criteria	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> <li>• Recent participation in a range of relevant CPD</li> <li>• Catholic Teaching Certificate</li> </ul>	E D E D
<b>Experience</b>	Can provide evidence of: <ul style="list-style-type: none"> <li>• effective use of assessment and analysis in raising standards</li> <li>• understand the importance of working with parents/community</li> <li>• promoting pupils' spiritual, moral, social and cultural development</li> <li>• understanding of monitoring, evaluation and assessment</li> <li>• experience of working in the primary phase</li> </ul>	E  E  E  E E
<b>Professional Knowledge</b>	Can demonstrate: <ul style="list-style-type: none"> <li>• a good understanding of the curriculum</li> <li>• good knowledge and understanding of the principles of effective personalised learning, teaching and assessment</li> <li>• effective planning and preparation for children's learning</li> <li>• knowledge of current developments in primary education</li> </ul>	E E  E E
<b>Professional Skills and Attributes</b>	Can provide evidence of: <ul style="list-style-type: none"> <li>• good classroom practice</li> <li>• high expectations and standards</li> <li>• good classroom organisation and behaviour management</li> <li>• effective relationships, including parents</li> <li>• effective communication skills</li> <li>• listening to and reflecting on feedback</li> <li>• setting challenging and realistic targets for pupils</li> <li>• effective, planning, organisation and management of time</li> <li>• seeking advice and support when necessary</li> <li>• good knowledge of processes for ensuring pupils' safety, welfare and well-being</li> </ul>	E E  E E E E E E E E
<b>Philosophy and Attitude</b>	Can demonstrate: <ul style="list-style-type: none"> <li>• a clear understanding of the implications of teaching in a Catholic school</li> <li>• personal enthusiasm and commitment to excellent teaching</li> <li>• commitment to raising standards and raising the achievement of pupils</li> <li>• commitment to equality, diversity and inclusion</li> <li>• a clear understanding of the pastoral needs of pupils from a variety of social and cultural backgrounds</li> <li>• taking responsibility for one's own professional development</li> </ul>	E  E  E  E  E E
<b>Confidential References and Reports</b>	<ul style="list-style-type: none"> <li>• professional references should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above</li> <li>• positive recommendation from current employer</li> </ul>	E  E