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English Martyrs’ Catholic Primary School

Flint Street, Walworth, London SE17 1RB

Tel: 0207 703 4726 Fax: 0207 277 1743

[www.englishmartyrsrcprimary.co.uk](http://www.englishmartyrsrcprimary.co.uk)

Head Teacher: Mrs H. Appah

## 

**Class Teacher – KS 1 and KS2 – NQT’s can apply.**

**(Potential for Middle Leader post in English, Maths, and R.E.)**

**Responsible to:** The Head Teacher, Deputy Head and the Governors.

*Our vision is for excellence in learning, in terms of both achievement and progress. English Martyrs’ Catholic Primary School provides a broad, balanced and challenging curriculum to enable each pupil to develop all those attributes and skills for lifelong learning: Excellence and initiative, confidence and self-esteem, discipline and dedication, a generosity of spirit, integrity and honesty, creativity and imagination and an understanding of their spirituality.*

**Job Description**

A class teacher will be expected to undertake all professional duties of a teacher, under the current terms and conditions specified in the School Teachers’ Pay and Conditions and under the reasonable direction of the Head Teacher.

This job description identifies the main responsibilities of the post. It will be reviewed annually by the Head Teacher and Governing Body and may be subject to amendment as the needs of the school require.

**Key responsibility**

Responsible for the progression of education and welfare of a designated class in accordance with the current School Teachers’ Pay and Conditions document, in line with the requirements of the National Curriculum and LEA and school policies.

**Main Activities**

Responsibility for planning and implementing appropriate work programmes for all children in the designated class.

To maintain assessment records and report on pupils’ progress and present to SLT, Parent/Carers, and Governors in accordance with the school policy.

Line manages additional adults within the classroom, and deploys best service for pupils learning.

**Principal Accountabilities**

To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

To identify and implement the learning experience offered and the individual needs of the children in the class, to allow each child the opportunity to achieve to the maximum of his/her capability.

To identify and implement appropriate educational provision for children with SEN and those learning EAL, with support from the SENCO

To provide children with the tools, knowledge and opportunities to manage their own learning and become independent learners.

To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.

To maintain a high standard of display both in the classroom and in other areas of the school

To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

To work closely with colleagues to undertake medium and short term planning

To assess children’s progress, maintain records and provide written reports to parents and carers in accordance with school policies.

To communicate and consult with parents and carers and with outside agencies, as necessary, about children’s progress and attainment.

To ensure that the school’s aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

To take responsibility for a curriculum subject area as agreed with the Head Teacher as detailed below

a) Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education and Skills.

b) In conjunction with the Head Teacher or other senior staff, be responsible for the implementation and management of the school’s policy for the agreed subject area

c) Review the policy and adapt it as appropriate

d) Develop a scheme of work for the subject suitable to the needs of a primary school

e) Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility.

f) To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Head Teacher

g) Offer support and advice to colleagues.

**Key Organisational Objectives**

The Post holder will contribute to the school’s objectives in service delivery by:

• Enactment of Health and Safety requirements and initiatives as directed

• Ensuring compliance with Data Protection legislation

• At all times operating within the school’s Equal Opportunities framework

• Commitment and contribution to improving standards for pupils as appropriate

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

This post allows substantial access to children; candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

Applications must be submitted on the CES Application and returned to the school by email to Mrs Johnstone at [njohnstone@englishmartyrs.southwark.sch.uk](mailto:njohnstone@englishmartyrs.southwark.sch.uk)

**Closing date:** 20th May 2019 at 12noon

**Interviews:** 21st and 22nd May 2019

Please note that we do not accept CVs.

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