



## **Holy Family RC Primary School**

### **Job Description**

**Job Title: Class Teacher**

**Salary: Main Scale**

**Responsible to: Head of School/Senior Leadership Team**

**Effective from: 1<sup>st</sup> May 2018**

*This appointment is with the Board of Directors of Carmel 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 Head of School 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**

##### **1. 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:***

- 1.1 fulfilling the Mission Statement;
- 1.2 implementing the educational aims, policies, objectives and targets of the school.
- 1.3 teaching pupils at the school;
- 1.4 cooperating with the Head and Leadership Group in monitoring and evaluating the performance of the school and its achievements as a Catholic school.
- 1.5 motivating pupils through interest, encouragement and recognition of their unique value;
- 1.6 contributing to the production of the School Improvement Plan;
- 1.7 implementing the Board of Directors' policies on equal opportunities;

## **KEY AREA OF RESPONSIBILITY**

### **2. 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) ensures the Diocesan policy on Religious Education is fulfilled;
- d) fulfils the statutory duties in relation to the Curriculum including the National Curriculum;
- e) 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**

**3. 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**

**4. 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**

**5. 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**

**5.1 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.

**5.2 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.

**5.4 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.

**5.5 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.**

**5.6 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.

## KEY AREA OF RESPONSIBILITY

### 6. School Specific Responsibilities

To take specific and direct responsibility for the following curriculum areas and aspects of school life

\* To be arranged

***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.***

7. This post has a high level of contact with, and responsibility for, children.
8. 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.
9. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
10. 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.
11. Any other duties of a similar nature related to the post, which may be required from time to time.

**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 TRUST.***



# Holy Family RC Primary School



## PERSON SPECIFICATION: CLASS TEACHER

		ESSENTIAL			DESIRABLE	
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Application	E1	CES Application Form completed to a high standard. Including a well structured supporting letter.	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	AF/C			
	E5	Evidence of regular participation in Continuing Professional Development	AF/C/I			
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.	I/R
	E7	Knowledge of structure and content of the 2014 National Curriculum	AF/R/I	D4	Knowledge of the RE curriculum and its delivery in a Catholic School.	AF/I
	E8	Proven experience of working in Key Stage 1 and/or 2	AF/I/R	D5	Previous experience of working with intervention groups in a Primary School	
	E9	Understanding & knowledge of current education issues	AF/I/R			

<b>Skills</b>	E10	Ability to demonstrate good classroom practice and skills	R/I			
	E11	Ability to establish and maintain professional relationships	R/I			
	E12	Ability to communicate effectively in a variety of situations	AF/R/I			
	E13	Curriculum management (planning, delivery & assessment)	AF/R/I			
	E14	Organisational ability	AF/R/I			
<b>Personal Attributes</b>	E15	Ability to demonstrate enthusiasm and sensitivity when working with others	R/I	D6	Flexibility and adaptability in order to be able to mix and work with a range of staff and pupils.	R/I
	E16	Caring attitude towards pupils and parents	R/I			
	E17	Willingness to work throughout the Primary School	I			
<b>Special Requirements</b>	E18	Ability to support the mission and ethos of the school.	I			
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children.	I/R			
	E20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	I/R			
	E21	Suitability to work with children.	AF/I/R/D			

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

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.