



## Class Teacher Job Description and Person Specification February 2024

### Main purpose

The postholder will:

- Support and contribute to the Catholic Ethos of the school
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and responsibilities Teaching

- Plan and teach well-structured lessons, following the school's plans, curriculum and schemes of work
- Assess, monitor, record, and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate, and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for assessments

### Whole-school organisation, strategy and development

- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

### Health, safety, and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### Professional development

- Take part in further training and development in order to improve own teaching
- Take part in the school's appraisal procedures
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Communicate effectively with pupils, parents, and carers

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

## **Management of staff and resources**

- Direct and supervise support staff, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources effectively

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person Specification

Criteria	Qualities
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher</li> <li>• Degree</li> <li>• Successful primary teaching experience in EYFS, KS1 and/or KS2 as appropriate</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promote and positively support the Catholic ethos and values of our school</li> <li>• Commitment to getting the best outcomes for all pupils</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Ability to work as part of a hard-working and welcoming team</li> <li>• Excellent interpersonal skills with the ability to develop a strong partnership with parents and carers</li> <li>• Energy and creativity to inspire and motivate others</li> </ul>