

# St Brendan's RC Primary School



## JOB DESCRIPTION – CLASS TEACHER

**JOB TITLE:** Main scale Class Teacher

**ACCOUNTABLE TO:** The Headteacher

The appointment is with the Governing Body of the School as employer under the terms of the Catholic Education Service Contract. It is also subject to current conditions of employment of school teachers, contained in The School Teachers' Pay and Conditions Document and other current educational and employment legislation.

### 1. Christian Ethos

**To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Roman Catholic school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.**

- 1.1 To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.
- 1.2 To implement the policy of the Governing Body on Religious Education.
- 1.3 To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- 1.4 To foster good relationships with all members of the school and local community including parents.
- 1.5 To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- 1.6 To celebrate the successes of the school at every opportunity
- 1.7 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- 1.8 To perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

### 2. Teaching and Learning

**Within the context of a Roman Catholic Primary School, the search for excellence pursued through teaching and learning takes place in the context of the individual needs and aspirations of the pupils as God's children.**

- 2.1 To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching, and evaluating, as required by the school's policies.
- 2.2 To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.
- 2.3 To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- 2.4 To manage pupil behaviour in a positive and effective manner.
- 2.5 To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
- 2.6 To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- 2.7 To set targets for individual pupils as required.
- 2.8 To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, co-operate with persons or bodies outside the school and participate in meetings as necessary.
- 2.9 To promote the general progress and wellbeing, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to him/her.

### **3. The Teacher as a Professional**

**In a Roman Catholic Primary School, the responsibility of each teacher is to assist the Headteacher in the leadership of a faith community for whom Christ is the model. In the teaching and management of staff, their unique contribution as individuals, valued and loved by God, should be recognised.**

3.1 To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of a team.

3.2 To be committed to personal professional development and to participate in the school's system of performance management

3.3 To contribute as appropriate to the professional development of colleagues.

3.4 To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.

3.5 To supervise and support the work of teaching and learning assistants including volunteers.

3.6 To take part in the induction and assessment of newly qualified teachers and of students undertaking school practice.

3.7 To supervise pupils outside the classroom as required by the Headteacher and within the Conditions of Employment.

3.8 To participate in cover for absent staff as required and within the terms of the Conditions of Employment.

### **4. Resource Management**

**In a Roman Catholic Primary School, the relationship between the mission statement and the deployment of all staff, finance, resources, time and energy should reflect the Christian aims of the school community and the needs of all pupils.**

4.1 To manage materials and equipment for lessons to ensure minimal damage wastage and loss.

4.2 To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

### **5. Specific Responsibilities**

5.1 To co-ordinate an area of the curriculum as required

This job description and allocation of particular responsibilities may be amended by agreement from time to time.

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## PERSON SPECIFICATION FOR TEACHERS

Essential requirements	Means of assessment
DfE recognised QTS	Application form
Successful experience of teaching pupils within the primary age range.	Application form Interview Letter of application Reference
Use a range of teaching and learning strategies and classroom management styles which reflect the needs of the children and the demands of the curriculum to ensure that all pupils make the highest progress of which they are capable in all areas of their development.	Letter of application Interview Classroom observation Reference
Be entirely familiar with and have a high level of competence in delivering the National Curriculum relevant to the phase within which they teach and across the school.	Letter of application Interview Classroom observation Reference
Have relevant experience of working toward and achieving demanding pupil and professional targets.	Letter of application Interview Portfolio of evidence indicating targets and outcomes Reference
Have the ability to process data effectively and use outcomes constructively.	Letter of application Interview Reference
Have the ability to motivate pupils, parents and colleagues to achieve high standards in all areas of pupil development.	Letter of application Interview Reference
Have the ability to work collaboratively and effectively with a range of professionals to ensure that pupils achieve the highest standards of which they are capable.	Letter of application Interview

	Reference
Have the ability to write, implement and review high quality individual education and behaviour plans.	Letter of application Interview Portfolio of evidence Reference
Have the ability to adapt to change positively and use new initiatives to improve the quality of teaching and learning within your own classroom and beyond.	Letter of application Interview Reference
Work according to agreed school policies, principles and procedures including maintaining records of children's work and performance very high standards	Letter of application Interview Reference
Be a model of professional excellence for colleagues, pupils and parents within school.	Letter of application Reference
Lead one area of the curriculum effectively and efficiently.	Letter of application Interview Reference
Be committed to continuous self-evaluation and improvement and have a positive attitude toward participating in and leading INSET.	Letter of application Interview Reference
<b>Desirable requirements</b>	<b>Means of assessment</b>
Be prepared to participate in an extra-curricular activity	Letter of application Reference