Job Description	
Post:	Class Teacher
Pay Scale:	Main Pay Scale – Upper Pay Spine
Responsible to:	Headteacher
Main Location:	School based

Main Duties

Responsibilities and Duties

The post holder is expected to undertake the professional duties of a schoolteacher within the School Teachers' Pay and Conditions Document together with the more specific duties/responsibilities which are listed below.

Professional Requirements and Responsibilities

- To respect, support and contribute to the aims, ethos, and faith of the school.
- To promote the spiritual, moral, social, and cultural development of pupils and prepare them for the opportunities, responsibilities, and experiences of secondary school.
- Adhere to the Trust's policies and practices.
- To contribute to and support the raising of achievement in the school.
- To have a working knowledge of teachers' professional duties and legal liabilities.
- To ensure you have a clear knowledge and understanding of the school policies and procedures, particularly those relating to safeguarding.
- To contribute to the learning culture within the subject area by identifying, sharing, and deploying good and effective practice.
- To adhere to the school's procedures to register accurately and codify attendance and absence, and to complete class registers.
- To adhere to the Teachers' Standards and adopt a professional, self-reflective, and pro-active approach to improving your practice as a teacher.
- Participate fully in Performance Management.
- Adopt the culture of aspirational target setting which is embedded at School from whole school to individual staff and pupil targets.
- To reflect on your own practice and contribute to the school self-review / evaluation processes.
- To attend all meetings within the agreed school structure.
- To make a positive contribution to the wider life and ethos of the school, including the extra-curricular life of the school.

Pastoral Care Responsibilities

- To contribute to the pastoral care of pupils and to support their spiritual, moral, social, and cultural development.
- To pray daily with your class and ensure that your class fulfils a daily Act of Worship.
- To participate in the worshipping life of the School, as a Catholic School, including supervision of pupils, assistance with and preparation of appropriate acts of worship and the promotion of the contribution which each subject area and school activity makes to the spiritual well-being of the school.

- To communicate, as appropriate, with parents of students or outside agencies concerned with the welfare of individual students, after consultation with appropriate staff.

Teaching & Learning

- To demonstrate appropriate consistent progress for pupils, including all vulnerable and ability groups and irrespective of social or ethnic background.
- To comply with the teaching and learning approaches adopted in the subject/guidance area as directed by the appropriate leader.
- To make effective use of planning, preparation, and assessment time (PPA) to plan lessons thoroughly in advance, to record outcomes and to compare and review the performance of pupils with colleagues as appropriate.
- To contribute to aspects of Schemes of Work, at EYFS, KS1 or KS2.
- To maintain high levels of behaviour and discipline. To be responsible for the management of your classroom and to provide a stimulating learning environment to increase the learning potential of pupils and students.
- To incorporate the use of ICT to enhance the delivery of the curriculum.
- To plan all lessons, differentiating work and materials to meet the educational needs of the pupils' different abilities.
- To use the principles of Assessment for Learning to inform lesson planning.
- To ensure that the development of literacy, numeracy, citizenship, and enterprise is included, where appropriate, in lesson planning and delivery.
- To support the effective use of Teaching Assistants assigned to work in your lessons.
- To develop your subject lead area and share examples of good and effective practice.
- To work collaboratively with colleagues to improve teaching and learning throughout the school.
- To promote adherence to the school's behaviour management procedures.

Assessment Recording Reporting

- To adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual pupils and students.
- To ensure work is marked, assessed, and recorded appropriately.
- To attend Parents' Evenings, produce accurate reports on all pupils / students in the reviewing and reporting to parents, processes, meeting deadlines and setting appropriate targets.
- To support the Target Setting and Review Day processes, checking and reinforcing targets. To monitor pupil and student progress and identify, encourage, and reward success.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Be committed, passionate, dynamic, and supportive.
- Be innovative and high performing.

- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Commitment to high attendance
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
Qualified teacher status	E	A, C
Honours Degree in a relevant subject	E	A, C
Catholic Certificate of Religious Studies (completed or undertaking)	D	A, C
CPD		
Evidence of appropriate professional development e.g., Catholic Leadership Programme	D	A, C

Successfully undertaken appropriate Child Protection training	E	A, C
Knowledge & Experience:		
An expertise in the subject	E	A/I
Understanding of strategies for raising student attainment	E	A/I
Experience of subject leadership (excluding ECT)	D	A/I
A thorough knowledge of the current curriculum practice	E	A/I
Knowledge and application of a range of teaching and learning strategies	E	A/I
Good disciplinary standards.	E	A/I/R
The ability to inspire and motivate pupils	E	A/I/R
High level of inter-personal skills	E	A/I/R
Ability to communicate effectively with staff, pupils, parents, and support services.	E	A/I/R
Ability to work in a team	E	A/I/R
Good imaginative use of resources, including new technologies	E	A/I
Sound understanding of the distinctive nature of a Catholic school.	E	A/I
Knowledge and experience of pastoral care systems.	E	A/I
Knowledge and experience of behaviour management procedures.	E	A/I/R
General knowledge of current educational issues.	E	A/I
Technical Skills & Ability		
The ability to implement assessment for learning	E	A/I
Effective time management skills	E	A/I/R
Good organisational and administration skills	E	A/I/R
The ability to use ICT both to support children's learning and to communicate and evaluate data.	E	A/I/R
Effective behaviour management.	E	A/I/R
Personal characteristics		
Commitment to supporting the full Catholic life of the school	E	A/I
Professional appearance	E	A/I

Flexible and dedicated approach to work	E	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	E	A/I/R
Commitment to equality and diversity	E	A/I
Commitment to good attendance at work	E	A/I/R
Commitment to continuing professional development	E	A/I/R