CORPUSCHRISTI
CATHOLIC ACADEMY TRUST
We are His body, living and learning as one.

Job Description
Class Teacher

Main purpose of the post

- To contribute to the provision of high quality teaching and learning to ensure successful outcomes for all.
- To maintain and develop the Catholic ethos of the school
- To meet all teachers' standards

Key Duties

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising pupil attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Main Core Duties

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the school
- To contribute to the school's improvement plan and its implementation
- To contribute to the whole school's planning activities
- To contribute to the school's process of self-review, evaluation and improvement planning activities

Curriculum Provision

- To assist the leadership team in order to ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's strategic commitment, purpose and intent

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a team and to contribute positively to effective working relations within the school

Quality Assurance

- To adhere to and to help to implement school quality procedures
- To contribute to the process of monitoring and evaluation in line with school procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system
- To complete the relevant documentation to assist in the tracking of pupils
- To track the progress of assigned pupils and use this information to inform teaching and learning

Communications

- To communicate effectively with the parents of pupils as appropriate
- To communicate and co-operate with persons or bodies outside the school, where appropriate
- To follow agreed policies for communications in the school
- To attend meetings in accordance with the school's policy

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials
- To assist the senior leadership team with the identification of resource needs and to contribute to the efficient and effective use of resources
- To co-operate with other staff to ensure a sharing and effective usage of resources for the benefit of the school and the pupils
- To coordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons

Pastoral System

- To be a class teacher to an assigned group of pupils
- To promote the general progress and well-being of individual pupils and of the class as a whole
- To liaise with the senior leadership team to ensure that well-being and educational development of their assigned pupils
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To ensure the pupils in the class are led through an act of worship, such as a moment of reflection each day other than those when they attend assembly
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required
- To contribute to the preparation of action plans, progress files, individual education plans and other reports
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate, as appropriate, with the parent of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE and Citizenship according to school procedures
- To apply the behaviour management procedures so that effective learning can take place

Teaching

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To use teaching strategies which will engage and challenge pupils appropriate to their needs and the demands of the syllabus
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, literacy, numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for pupils which meets internal and external quality standards

- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning
- To undertake assessment of pupils as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written, verbal and diagnostic feedback to pupils of individual work and group work they have undertaken

Other specific duties

- To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent and to encourage staff and pupil to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Headteacher
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain clam in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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Person Specification for a Class Teacher

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
A good Honours Degree	E	A
Qualified Teacher Status	E	A
Open to ECTs		A
EXPERIENCE OF TEACHING		
Recent relevant experience of teaching in the primary phase	E	A/I/R
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Secure knowledge and understanding of the concepts and skills in teaching children at primary school	E	A/I/R
Clear understanding of the national curriculum requirements and its assessment	E	A/I/R
Ability to employ a range of effective teaching, learning styles and assessment methods	E	A/I/R/SP
Strong command of each subject area	E	A/I/R
Ability to access and use classroom relevant research	D	A/I/R
PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES		
To act with the utmost integrity at all times	E	A/I/R
Contribute to the Catholic ethos of the school	E	A/I/R
A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times	E	A/I/R
The ability to motivate and inspire pupils	E	A/I/R
Excellent communication skills	E	A/I/R
A passionate desire to make a difference and raise achievement for all	E	A/I/R
Ability to establish good working relationships and effective teamwork	E	A/I/R
Willingness to support pupils in extra-curricular activities	E	A/I/R
Be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
Potential for further promotion	D	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R