

# ST MALACHY'S R.C. PRIMARY SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Class Teacher

**ACCOUNTABLE TO:** Headteacher

This 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 the current conditions of employment of school teachers, contained in the School Teachers' Pay and Conditions Document and other current educational and employment legislation.

### **Mission Statement**

St. Malachy's is a Catholic School where we will

- all do our best to do the work of Jesus. We will study, pray, play and celebrate together
- we will care for each other and look after each other, just like a big family
- we will try our hardest with all the things we have to do in school. It is important to remember that we are all good and clever in different ways
- in this school we will learn important lessons that will help us when we are grown up
- In this school it will be fun. We know that St. Malachy's School is a safe place, where people will take care of us, help us to be good and tell us all sorts of thrilling, wonderful and interesting things.

### **1. Catholic Ethos**

**To work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of St. Malachy's 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 pupils to achieve their highest potential.**

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

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### 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.**

- 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
- 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
- To manage the classroom effectively to develop a purposeful and stimulating learning environment
- To manage pupil behaviour in a positive and effective manner
- To review programmes of work, teaching materials and methods in liaison with Subject Leaders and other colleagues
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school
- To set targets for individual pupils as required
- To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, cooperate with persons or bodies outside the school and participate in meetings as necessary
- To promote the general progress and well being, 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.**

- 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
- To be committed to personal professional development and to participate in the school's system of performance management
- To contribute as appropriate to the professional development of colleagues.
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school
- To supervise and support the work of teaching and learning assistants including volunteers
- To take part in the induction and assessment of newly qualified teachers and of students undertaking school practice
- To supervise pupils outside the classroom as required by the headteacher and within the Conditions of Employment.

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**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.**

- To manage materials and equipment for lessons to ensure minimal damage, wastage and loss
- To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

**5. Specific Responsibilities.**

- To co-ordinate an area of the curriculum as required, except if in the NQT year.

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

Signed ..... (Class teacher)

Date.....

Signed.....  
(Headteacher)

Date.....

## ST MALACHY'S R.C. PRIMARY SCHOOL

Job Description – Mainscale Teacher

May 2013

### Person Specification: Class Teacher

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

		<b>Essential /Desirable</b>	<b>Source</b>
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• A commitment to further professional development.</li> <li>• To have gained, are about to gain or be willing to undertake the qualification of Catholic Teachers Certificate or Catholic Certificate in Religious Studies</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• teaching at either Key Stage 1 and Key Stage 2</li> <li>• working successfully and co-operating as a member of a team</li> <li>• teaching across the whole Primary age range</li> <li>• experience of conducting relevant assessments.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A/I/LO/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<b>A commitment to Catholic education and teaching</b>	<ul style="list-style-type: none"> <li>• Be able to maintain the Catholic ethos of the school whilst acknowledging the worth of other faiths and traditions.</li> <li>• Establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>• Set high expectations of all pupils and be committed to raising educational achievement</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R/LO</p>
<b>Professional Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> <li>• Able to use APP to monitor attainment and achievement in reading, writing and mathematics</li> <li>• Understanding of the statutory National Curriculum requirements at the appropriate key stage and evidence of a good general knowledge and understanding of the National Curriculum</li> <li>• Competent in Assessment for Learning Strategies</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I/LO</p> <p>A/I/LO</p> <p>A/I/LO/R</p>

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	<ul style="list-style-type: none"> <li>• Ability to plan and implement high quality, effective teaching programmes</li> <li>• Understanding and experience of using assessment practices</li> <li>• Very good understanding of effective learning, recognising different learning styles.</li> <li>• Evidence of effective behaviour management</li> <li>• Knowledge and understanding of SEN principles and procedures</li> <li>• Know how to further develop personal professional skills and knowledge</li> <li>• Effective use of ICT as an integral part of teaching and learning</li> <li>• Experience of co-ordinating a NC subject in a primary school</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I/LO/R</p> <p>A/I/R</p> <p>A/I/LO/R</p> <p>A/I/LO/R</p> <p>A/I</p> <p>A/I</p> <p>A/I/LO</p> <p>A/I/R</p>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• Ability to promote the school's aims positively, and use effective strategies to enhance motivation and morale</li> <li>• Ability to form good relationships with children, parents and colleagues</li> <li>• Ability to work effectively as part of a team</li> <li>• Good communicator – orally and written</li> <li>• Able to create a positive, challenging and effective learning environment</li> <li>• Capacity to develop leading others</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>LO/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I</p> <p>A/I/R</p> <p>A/I/R</p>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Have an awareness of the ethos of a Roman Catholic School and the contribution this makes to the mission of the Church</li> <li>• Calm yet enthusiastic</li> <li>• Willingness to learn with and from colleagues</li> <li>• Self-motivated and energetic</li> <li>• Well organised</li> <li>• Flexible, approachable</li> <li>• Sense of humour</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I/R</p> <p>I/LO/R</p> <p>A/I/R</p> <p>A/I</p> <p>A/I/R</p> <p>I/R</p> <p>I/R</p>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• Share the school's commitment to safeguarding and promoting the welfare of children</li> <li>• Be willing to undergo an Enhanced DBS check</li> <li>• A practising Roman Catholic</li> <li>• Willingness to be involved in extra-curricular activities and school events.</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>A/I</p> <p>A</p> <p>A/I/R</p> <p>A/I</p>

# ST MALACHY'S R.C. PRIMARY SCHOOL

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teachers' Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school.