

St Hugh's Catholic Primary School – Teacher – Person Specification

A - application I - interview R - reference O - observation

TRAINING AND QUALIFICATIONS	Essential	Desirable	Source
Qualified teacher status	•		A
Catholic Certificate of Religious studies or commitment to work towards		•	A
Evidence of recent training i.e. INSET/courses		•	A I

FAITH COMMITMENT	Essential	Desirable	Source
A commitment to promoting the Catholic Ethos of the school	•		A I
Practising Catholic		•	A I R
Able to articulate a philosophy for Catholic education		•	A I
Understanding of, and commitment to, curriculum Religious Education		•	A I

EXPERIENCE OF TEACHING	Essential	Desirable	Source
Recent experience in a Catholic school		•	A I
Teaching experience within the primary phase	•		A I
Experience of co-ordinating a subject area		•	A I

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Source
Pupils' educational development	•		A I O
A good knowledge of the latest National Curriculum	•		A I O
Curriculum and assessment, including subjects and cross curricular aspects	•		A I O
Effective teaching and learning strategies	•		A I O
Ability to enhance teaching and learning through the use of ICT	•		A I O

PERSONAL SKILLS AND ABILITIES	Essential	Desirable	Source
Excellent Communication and organisational skills	•		A I O
Interpersonal skills	•		A I R
Stamina and resilience	•		A R
Confidence	•		I O
Sense of humour	•		I O
Curriculum strength/specialism	•		A I

The latest CES application form should be fully completed and legible. Any applicant not completing the correct form will not be accepted. Applications may be word-processed. The supporting statement within the application form should be clear, concise and address the criteria identified in the person specification.

The successful applicants' appointment will be subject to satisfactory pre-employment clearances including an enhanced Disclosure and Barring Service check, attendance and health checks.

The successful candidate will be required to sign the CES contract

<p style="text-align: center;">Job Description – TEACHER St Hugh’s Catholic Primary School</p>

The Teacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the school’s Trust Deed and the Articles of Government of the school.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation.

The contract of employment between the Governing Body and the Teacher will be the current contract of Employment with a Teacher of a Roman Catholic School issued by the Catholic Education Service.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

ETHOS

- To work with the Headteacher and school team in making explicit to all in and associated with the school community the Mission Statement of the school
- To help establish a school ethos in which the needs and value of all pupils and adults are recognised and which contributes to their spiritual, educational, social, moral, emotional and cultural development.
- With the Headteacher and school team, to ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, Religious Education programme and liturgy of the school.
- To recognise and promote the partnership between home, school and parish.
- To establish and maintain good relationships with all members of the school community.

STRATEGIC DIRECTION AND DEVELOPMENT OF NATIONAL CURRICULUM

PROVISION IN THE SCHOOL – with the support of, and under the direction of the Headteacher and Deputy Headteacher to:

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;

- Ensure effective delivery of a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic nature of the school, and an expectation of high standards that maximise pupils achievements;
- Analyse and interpret relevant school, local and national data relating to their own class and advise the head teacher on the level of resources required to maximise achievement;
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class;
- Consider the views of both pupils and parents/carers and to respond appropriately;
- Keep up-to-date with current educational thought and development by reading and attendance at in-service training courses/activities.

TEACHING AND LEARNING – to:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National (*including Foundation Stage*) Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Support the identification of, and provision for pupils with special and/or additional educational needs;
- Regularly monitor progress of pupils within their class which is then reflected in teaching plans;
- Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements;
- Ensure setting of realistic and challenging expectations for pupils in their class;
- Liaise effectively with staff to ensure the successful transition of pupils through the school;
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

RELATIONSHIPS WITH STAFF – to:-

- Achieve constructive working relationships with all staff;
- Direct, organise and manage the work of support staff within the classroom;
- Provide regular information to senior staff on class progress.

EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES – to:

- Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives;

MANAGEMENT – to:

- Assist the Headteacher and school team in the development and implementation of whole school policies and schemes of work which promote the aims of the school and underpin its Catholic ethos;
- Continue developing a clear understanding of how children learn from 3 – 11 years and motivate, advise and support staff in the Early Years, Foundation Stage and through Key Stage 1 and 2;
- Work with the Headteacher and staff in the development and co-ordination of Assessment in all areas of the curriculum in order to establish high expectations and standards of achievement throughout the school;
- Work in partnership with the Headteacher and staff in the development and maintenance of good order and discipline at all times during the school day when pupils are present on school premises and also during authorised school activities elsewhere;
- Assist the Headteacher and staff in the development and implementation of the School Development Plan;

GENERAL :

- To promote equal opportunities within the school and to seek to ensure the implementation of the school's Equal Opportunities Policy;
- Employees are expected to uphold the ethos, vision and values of the school, its policies, routines and systems, be courteous to colleagues, act professionally at all times and to provide a welcoming environment for parents, visitors and telephone callers.
- To be responsible for teaching in Year (to be confirmed) and to teach other groups/classes in the school as reasonably requested in the school timetable, to perform your duties and in accordance with the relevant paragraphs of the current School Teachers Pay and Conditions Document

- A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with your qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Head teacher or their delegated authority.

SCHOOL SPECIFIC RESPONSIBILITIES AND TASKS

- To be determined

**This job description will be reviewed annually.
It may be amended after consultation with you.**

Signed

Teacher

Signed

Head teacher

Date