



JOB DESCRIPTION

Job Title: Class Teacher

Salary Range: MPS1- 6/ UPS1-3

Responsible to: Headteacher

Introduction:

The role of Class Teacher is a pivotal role within St. Augustine's Catholic Primary School who are part of the Holy Cross Multi Academy Company.

Core Purpose:

- To carry out professional duties and to have responsibility for an assigned class
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the children, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its ethos and philosophy of education
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of children

Main Areas of Responsibility:

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To plan and prepare lessons to deliver the Primary Curriculum ensuring breadth and balance in all subjects alongside a strong emphasis on English and Maths
- To contribute to the design and provision of an engaging curriculum which motivates and inspires pupils
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To be accountable for children's attainment, progress, outcomes and wellbeing
- To maintain good order and discipline among the children, safeguarding their health and safety
- To promote courteous and polite behaviour in class and around school, implementing the school's behaviour policy
- To recognise barriers to learning; how different factors can inhibit learning and effective strategies to overcome them
- To organise and manage groups or individual children ensuring differentiation of learning needs, reflecting all abilities.
- To encourage pupils to take a responsible and considerate attitude to their own work and that of others
- To plan opportunities to develop the social, emotional and cultural aspects of pupil's learning
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of pupil's progress
- To prepare appropriate records for transition
- To ensure effective use of support staff within the classroom, including parent helpers
- To participate in staff meetings as required
- To ensure that school policies are reflected in daily practice
- To communicate and consult with parents over all aspects of their pupil's education – academic, social and emotional
- To liaise with outside agencies when appropriate e.g. Educational Psychologist
- To continue professional development, maintaining a portfolio of training undertaken
- To meet with parents and appropriate agencies, to contribute positively to the education of the pupils concerned
- To support the Headteacher in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures



St. Augustine's
Catholic Primary School

- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role

St. Augustine's Catholic Primary 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 post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Person Specification

Class Teacher & TLR

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
	<p>A degree or equivalent qualification</p> <p>Qualified teacher status</p> <p>High standard of Maths and English</p>	<p>Evidence of in-service professional development</p>
KNOWLEDGE		
	<p>A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</p> <p>An understanding of the aims of the Primary Framework and a range of assessment requirements and arrangements.</p> <p>Know how to monitor, assess, record and report on children's progress.</p> <p>Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.</p> <p>Knowledge of computer software relevant to the curriculum</p> <p>Knowledge and understanding of the potential of computer technology to enhance the curriculum.</p> <p>Know the legal requirements, policy and guidance on the safeguarding of children.</p>	<p>Knowledge and understanding of the Primary Curriculum.</p> <p>Willingness to undertake further training and development.</p> <p>Know how to use local and national data to evaluate the effectiveness of teaching.</p>
EXPERIENCE		
	<p>Experience teaching in KS1/KS2</p> <p>Proven ability as an excellent classroom practitioner</p> <p>Proven ability as an excellent subject leader</p>	<p>Experience teaching in Upper KS2</p> <p>Experience of mentoring & coaching others</p>
PROFESSIONAL SKILLS		
	<p>Professional knowledge of what constitutes high quality and standards in teaching and learning</p> <p>Professional understanding of inclusion and strategies for engaging all learners</p> <p>Professional understanding of safeguarding within a school setting</p> <p>Ability to write reports, keep accurate records and communicate effectively</p> <p>Ability to work well with a range of stakeholders including parents/carers and other professionals</p>	<p>Ability to offer extra-curricular activities.</p> <p>Willingness to contribute to the wider life of the school.</p>



St. Augustine's
Catholic Primary School

	<p>Ability to use a positive approach to promote learning and excellent behaviour</p> <p>Confident and competent in the use of ICT</p> <p>Understanding of curriculum and assessment of pupil progress</p> <p>Ability to prepare and plan effectively</p> <p>Ability to prioritise and manage time effectively</p> <p>Ability to work as part of a team</p> <p>Effective communicator</p> <p>Understanding of professional confidentiality</p>	
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PERSONAL QUALITIES

	<p>Resilience, the ability to work under pressure and be able to meet deadlines</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Ability to always maintain professional conduct</p> <p>Suitability to work with children</p> <p>Enthusiastic and hard working</p> <p>Positive disposition with ability to motivate self and others</p>	<p>Bring personal interests and enthusiasms to the school and academy community</p>
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