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**ST CHAD’S RCVA PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| **POST TITLE:** | **KS2 CLASS TEACHER** |
| **GRADE:** | **MPS / UPS** |
| **REPORTING RELATIONSHIP** | **To the Head Teacher/Senior Leadership Team** |
| **JOB PURPOSE:** | **To carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers’ Pay and Conditions Document** |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

In drawing up this job description the Governors and the Head Teacher jointly acknowledge their responsibility, in ways defined for Head Teachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities.

**MAIN DUTIES/RESPONSIBILITIES**

1. You are required to carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers’ Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and scheme of work and policies of the Governing Body. The post requires you to teach pupils in the primary age range.
2. You are required to carry out such particular duties which form part of Professional Duties as the Head Teacher may reasonably direct from time to time. Working days are to be specified by your employer or by the Head Teacher as defined in the School Teacher’s Pay and Conditions Document.
3. To uphold the Catholic ethos of the school.
4. To be familiar with, aspire to and evaluate personal performance against the National Core Standards for School Teachers.
5. To partake in the arrangements for Performance Management
6. To share the corporate responsibility for the well-being and discipline of all pupils.
7. Assist in the education process for 190 days per annum.
8. Attend training as directed by the head teacher for 5 working days per annum plus relevant staff meetings/briefings.
9. In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you

**TEACHING DUTIES**

1. You are required to teach a class of pupils in the Primary age range and other groups as arranged and agreed, having due regard for the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. Co-ordinate and direct the work of teaching assistants who assigned to the class.
3. Prepare necessary resources and materials.
4. Maintain a safe and stimulating classroom environment.
5. Maintain classroom resources.
6. Follow the school’s assessment and recording procedures.
7. Maintain positive relationships with parents and formally report individual’s progress to parents on an annual basis.

**SUPERVISION AND CARE OF CHILDREN**

1. Supervise cloakrooms and other public areas
2. Supervise at playtimes according to the Duty-Rota

**ADDITIONAL**

1. Work with the staff team to maintain an attractive and well-organised school environment.
2. Carry out other duties or responsibilities as directed from time to time by the Head teacher, which could reasonably be construed as being in the remit of the post.
3. This post has a high level of contact with, and responsibility for, children.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you the post holder.
6. The post holder must carry out his/her duties with full regard to the Academies Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
7. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
8. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY* ***DBS CHECK*** *BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Governing Body of St Chad’s RCVA Primary School and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Head Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo a Disclosure and Barring Service Check (previously CRB) Check from the Disclosure and Barring Service (DBS).

Date : March 2020

**ST TERESA’S RC PRIMARY SCHOOL**

**PERSON SPECIFICATION – CLASS TEACHER**

| **ESSENTIAL** | | | | **DESIRABLE** | | |
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|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Application** | E1  E2 | Fully supported reference  Well-structured supporting letter indicating:-   * Beliefs * Understanding of important educational issues. * Primary teaching experience. | AF/R  AF | D1 | Masters Degree | AF/C/R |
| **Qualifications & Education** | E3 | Qualified Teacher Status | AF/C |  |  |  |
| **Experience & Knowledge** | E4  E5  E6  E7  E8  E9 | Recent class teaching experience within the primary phase  Experience of making an impact and progress upon children’s learning  Experience of supporting practice of others  A clear vision and understanding of the needs of pupils across the primary phase  Knowledge of structure and content of National Curriculum and assessment.  Committed to raising achievement | AF/R/P/I  AF/I/P/R  AI/IR  AR/I/R  AF/I  AF/I/R | D2  D3  D4 | Detailed knowledge of the structure and content of the National Curriculum across the primary phased  Experience of working with mixed aged classes  Experience of KS1 end of year pupil assessments | AF/I |
| Professional Development | E10 | An active interest in staff development and willing to full participate | AF/I |  |  |  |
| Skills | E11  E12  E13  E14 | Able to demonstrate an understanding of curriculum planning, delivery and assessment.  Ability to motivate and enthuse pupils and staff  Ability to understand how pupils learn  Ability to ensure full inclusion of all pupils | AF/R/I  AF/I/R  AF/IR  AF/I/R | D5 | Ability to enhance the practice of others | AF/I/R |
| **Personal**  **Attributes** | E15  E16  E17  E18  E19 | Supportive of the Catholic ethos of the school.  Ability to form and maintain appropriate relationships and personal behaviour with children  High degree of motivation for working with children and young people  Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community  Suitability to work with children | AF/I/R/P  AF/I/R  AF/I/R  AF/I/R  D | D6 | Flexibility and adaptability in order to be able to mix, work and communicate with adults, staff and pupils | I/R |
| **Special Requirements** | E20 | Willing to promote and support the ethos and Catholic identity of the school. | AF | D7 | A practising Catholic | AF/I |

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| Key – Stage identified |  |  |  |
| AF | Application Form | I | Interview |
| C | Certificates | R | References |
| T | Tests | D | Disclosure |
| P | Presentation |  |  |

**Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.**