**Job Description**

Post title: Class Teacher

Grade: MPS1 – UPS3

Reports to: Headteacher

**Job Purpose**

* See Teaching Standards
* To carry out the professional duties of a class teacher under the reasonable direction of the head teacher by supporting the Catholic ethos of the school and embracing the school mission statement.

**KEY AREA OF RESPONSIBILITY**

**1. THE DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's mission statement and school improvement plan.

The teacher assists the head teacher and leadership team to develop a vision and strategic view for the school in its service to the community.

MAIN TASKS

Work with the head teacher and leadership team in:

1.1 fulfilling the mission statement;

1.2 implementing the educational aims, policies, objectives and targets of the school;

1.3 teaching pupils at the school ensuring their safety and well-being at all times;

1.4 co-operating with the head teacher and leadership group in monitoring and evaluating the performance of the school and its achievements as a Catholic school;

1.5 motivating pupils through interest, encouragement and recognition of their unique value;

1.6 contributing to the production of the school improvement plan;

* 1. implementing the local governing committee’s policies on equal opportunities;
  2. understand and appreciate the need for discretion and confidentiality with dealing with school matters.

**KEY AREA OF RESPONSIBILITY**

**2. TEACHING AND LEARNING**

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The teacher works with the head teacher and leadership team to provide effective teaching and learning throughout the school. He or she co-operates with the head teacher and leadership team in monitoring and evaluating the quality of teaching and standards of attainment, using relevant data and setting targets for improvement.

MAIN TASKS

2.1 Work in collaboration with the head teacher and the leadership team, to implement a curriculum which:

1. follows the curriculum policy of the local governing committee and meets statutory

requirements;

b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;

c) ensures the diocesan policy on Religious Education is fulfilled;

d) fulfils the statutory duties in relation to the curriculum including the National Curriculum;

e) includes arrangements for the daily act of collective worship in accordance with the norms of Catholic worship and the wider spiritual life of the school.

**KEY AREA OF RESPONSIBILITY**

**3. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community.

MAIN TASKS

Work with the head teacher and leadership team in:

3.1 making the best possible use of the time and efforts of teaching assistants and other adults to enhance the learning of groups and individuals.

3.2 providing an attractive environment which expresses the Catholic identity of the school, stimulates learning and enhances the appearance of the school.

**KEY AREA OF RESPONSIBILITY**

**4. WIDER PROFESSIONAL EFFECTIVENESS**

Take responsibility for professional development by:

a) taking action to keep up to date in developments in the curriculum and teaching methods;

b) making good use of the outcomes of monitoring and the school’s performance management arrangements in order to improve the quality of their teaching.

**KEY AREA OF RESPONSIBILITY**

**5. ACCOUNTABILITY**

In a Catholic school the teacher fulfils his or her responsibilities as specified by the head teacher and leadership team in accordance with the school's mission statement.

MAIN TASKS

5.1 In relation to the Local Governing Committee:

a) to assist in the exercising of its functions when requested;

b) to attend meetings of and report to the local governing committee as required.

5.2 In relation to parish and the community work with the Head teacher and leadership team by helping to:

a) develop and maintain positive relationships with the parish community;

b) ensure that the school recognises and meets its responsibilities in the life of the local community;

c) develop links with local employers for the benefit of the pupils and the school;

d) promote a positive image of the school in accordance with the mission statement.

5.3 In relation to the diocese:

a) to recognise the authority of the Bishop in relation to the provision of education in the Diocese;

5.4 In relation to parents and those with parental responsibility

Work with the head teacher and leadership team in:

a) building an effective partnership between the school and parents recognising them as the first educators of their children;

b) promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:

• The progress of their children;

• The school curriculum;

• Other matters relating to teaching methods and organisation;

• Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.

5.5 In relation to the inspection, monitoring and evaluation of the school, work with all educational bodies as appropriate.

5.6 In relation to other schools, universities, colleges and educational bodies work with the head teacher and leadership team by:

a) promoting continuity of learning, progression of achievement and curriculum development;

b) arranging for effective transfer and induction of pupils;

c) maintaining effective liaison;

d) maintaining effective relationships with other schools;

e) providing training and work experience placements for school, university and college students as appropriate and in accordance with school policy.

**Additional Information**

* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**September 2023**

**Person Specification**

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| **Factors** | **Essential** | | **Desirable** | |
| **Qualifications & Training** | E1  E2  E3 | Degree Status or equivalent  Qualified teacher status  Evidence of continuous professional development | D1  D2  D3  D4 | Evidence of continuous professional development  First Aid Qualification  Paediatric Qualification  Good knowledge of phonics and early reading |
| **Experience** | E4  E5  E6  E7  E8  E9 | Proven ability as an excellent primary classroom teacher  Professional understanding of what constitutes high quality and standards in teaching and learning  Professional understanding of inclusion and strategies for engaging all learners  Professional understanding of safeguarding within a school setting  Knowledge and experience using positive and effective behaviour management strategies  Understanding of curriculum and assessment of pupil progress | D5  D6  D7 | Experience of working with children with SEND, identifying their needs and ensuring they make progress  Experience of working with different key stages  Experience of leading a curriculum area |
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| **Skills** | E10  E11  E12  E13  E14  E15 | Ability to write reports, keep accurate records and communicate effectively  Effective organisational skills  Ability to work well with a range of audiences, including parents/carers and other professionals  Ability to use a calm, positive approach to promote learning and excellent behaviour  Confident and competent in the use of IT  Excellent communication skills | D8 | Willingness to undertake additional relevant training |
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| **Personal Attributes** | E16  E17  E18  E19  E20  E21  E22  E23  E24 | Enthusiasm and commitment  Sensitivity and a willingness to offer support to and accept support from others    Excellent time management, punctuality and attendance  Good communication and presentation skills  A positive attitude to change and ability to work flexibly  A desire to play a full and active part in the life of the school  Resilience, the ability to work under pressure and to meet deadlines  Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults  Open-minded, self-evaluative and adaptable to changing circumstances and new ideas | D9 | Willingness to be involved in the wider life of the school and our Trust. |
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| **Special Requirements** | E25  E26 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E27  E28  E29 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |
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**September 2023**