



Job Description

Post Title: Class Teacher

Grade: Main Pay Scale 1 - 6 / Upper Pay Scale 1 - 3

Reports To: Headteacher

Job Purpose

- To support the Catholic ethos of the school and adhere to the school mission statement – ***In our school we believe that each person is unique and created to flourish in God's image.***
- To implement and deliver a statutory, broad and balanced curriculum for pupils which meets their individual needs.
- To incorporate the National Curriculum requirements in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress, attainment and development of your class.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, programmes of study, teaching materials, teaching programmes, methods of teaching assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children, in line with the Keeping Children Safe in Education Policy (2026)
- To adhere to the SEND Code of Practice.
- Directing and supervising the work of the support staff in the classroom, to ensure that they are progressing the learning of pupils at all times.
- Co-operating and liaising with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from Bishop Wilkinson Catholic Education Trust support services, SEND team, health professionals, LA and safeguarding teams).

Main Duties and Responsibilities

- To support the Mission statement and Catholic ethos and values.
- To teach your designated class according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's tracking systems including teaching to, and administration of, the Phonics Test, Multiplication times table check and the End of Key Stage 1 and 2 assessments when necessary.
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
- To take over co-ordination of a subject area and promote development of this area across the whole school.
- To use a variety of delivery methods, appropriate to pupils learning styles.



- To provide a kind, caring and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well-focused teaching, fostering positive relationships and implementing the school's behaviour policy and systems.
- To participate in playground duty, Mass and Collective Worship rotas.
- To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observation or use other approaches, work scrutiny, planning, review etc).
- To communicate effectively with parents and carers of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To successfully work with and deploy support staff when delivering targets within SEND support plans including those with an EHCP (Education Health Care Plan).
- To actively engage in performance management/appraisal cycle.
- To play a full part in the life of the school community and support extra-curricular opportunities.
- To follow and actively promote the school's policies.
- To comply with the health and safety policy and undertake risk assessments for school trips and events as appropriate.
- To actively pursue own personal and professional development.

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 (Use and Access) Act 2025 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.



Person Specification

Post Title: Class Teacher

Salary: Main Pay Scale 1 - 6 / Upper Pay Scale 1 - 3

Factors	Essential		Desirable	
Qualifications & Training	E1	Degree status or equivalent	D1	Understanding/introduction to safeguarding training and of Prevent.
	E2	Qualified Teacher Status (QTS), or on course to achieve QTS.		
	E3	Evidence of up-to-date training		
Experience	E4	Knowledge and experience of meeting the individual educational needs of children	D2	Experience teaching in a Catholic school
	E5	Experience of working with children with SEND and supporting children to achieve individual targets.	D3	
	E6	Experience of planning and evaluating learning activities and assessing/tracking pupil progress	D4	
Skills	E7	A highly effective classroom practitioner	D5	Knowledge of effective ways of working with parents and carers. An understanding of the RE programme in a Catholic school.
	E8	Awareness of safeguarding procedures		
	E9	Ability to inspire and motivate children	D6	Experience of working in Upper KS2 (Years 5 and 6)
	E10	Have high expectations of all children in both achievement and behaviour		
	E11	Organised and creative		



	E12	Ability to communicate effectively in a variety of situations		
	E13	Show evidence of how they have helped a team achieve its goals: move forward or take a more positive direction		
	E14	Evidence of using thinking skills to support learning		
	E15	Knowledge of a range of teaching and learning styles		
	E16	Effective behaviour management strategies		
	E17	Learning strategies to support the different groups of children within the classroom (e.g., Pupil Premium, LAC, EAL, SEND and children with medical needs).		
	E18	Use of assessment for learning to improve standards, including excellent marking and feedback to accelerate learning		
	E19	Knowledge and understanding of equal opportunities in school and an awareness of The Equality Act 2010		
	E20	Knowledge and understanding of the monitoring, assessment, recording and recording of pupils' progress		



Personal Attributes	E21	A highly effective classroom practitioner		
	E22	Awareness of safeguarding procedures		
	E23	Ability to relate to all children, staff, parents and governors		
	E24	Commitment to whole school development		
Special Requirements	E25	A commitment to safeguard the welfare of children.		
	E26	Compliance with data protection principles		
	E27	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E28	Compliance with health and safety policies, rules and regulations		
	E29	To uphold the Catholic ethos of our schools		

September 2026