



Job Description

Post Title: Class Teacher

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

Reports To: Headteacher

Job Purpose

- To teach your designated class according to their educational needs, including the setting and marking of work.

Main Duties and Responsibilities

- 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;
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards;
- 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 work as a member of a designated team and contribute positively to effective working relationships within the school;
- To liaise with colleagues, parents and wider professionals to ensure the needs of the pupils are met;
- To implement support plans meet the needs of children with SEND;
- 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 and Trust policies;
- To comply with the health and safety policy and undertake risk assessments for school trips and events as appropriate.

Work with the Headteacher and leadership group in ensuring that:

- School policies on curriculum, assessment, recording and reporting are implemented in order to provide effective teaching and learning;
- Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary reports for other educational institutions and to aid governors in fulfilling their responsibilities for the school;
- Set challenging targets for pupil attainment leading to whole school improvement;
- Provide a curriculum for the spiritual, moral, social and cultural development of all pupils.



- Ensure appropriate pastoral care and guidance for all, in accordance with the Mission Statement;
- Promote a school ethos which extends opportunities for learning and encourages extra-curricular activities;
- Make the best possible use of the time and efforts of teaching assistants, learning support assistants and other adults to enhance the learning of groups and individuals;
- Use resources, including time and energy, efficiently and effectively to meet the school's aims and objectives in accordance with the school's Mission Statement and School Development Plan;
- Provide an attractive environment, which expresses the Catholic identity of the school, stimulates learning and enhances the appearance of the school
- Include arrangement for the daily act of collective worship in accordance with the norms of Catholic worship and the wider spiritual life of the school.

Wider Professional Effectiveness

Take responsibility for professional development by:

- Taking action to keep up to date in developments in the curriculum and teaching methods;
- Making good use of the outcomes of monitoring and the school's performance; management arrangements in order to improve the quality of their teaching;
- To attend meetings of and report to the local governing committee as required;
- Develop and maintaining positive relationships with the parish communities;
- Ensure that the school recognises and meets its responsibilities in the life of the local community;
- Develop links with local employers for the benefit of the pupils and the school;
- To recognise the authority of the Bishop in relation to the provision of education in the Diocese;
- To work where required with Diocesan Authorities;
- Building an effective partnership between the school and parents recognising them as the first educators of their children;
- Promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:

School-Specific Responsibilities

- To take specific and direct responsibility for the following teaching commitments, curriculum areas and aspects of school life:
- Teach classes (to be determined upon appointment)
- Co-ordinate curriculum areas throughout the school (to be determined upon appointment)

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.



**St. Joseph's
Catholic Infant
& Junior Schools**



Bishop Wilkinson
Catholic Education Trust

- 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 2026



Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Degree Status or equivalent	D1	Catholic Certificate in Religious Studies
	E2	Qualified Teacher Status	D2	First Aid Qualification
	E3	Evidence of relevant and on-going professional development and training		
Experience	E4	Proven ability as an excellent KS2 classroom teacher	D3	Experience of working with children with an EHCP and an ability to write effective SEND pupil support plans
	E5	A very good knowledge and understanding of the primary curriculum areas and the relevant statutory and non-statutory curricular / frameworks	D4	Experience of leading a foundation curriculum area
	E6	Able to design and teach effective lessons and learning activities across the relevant curriculum, age and ability ranges including personalising learning to meet individual needs	D5	Be able to lead on sporting activities and PE curriculum implementation
	E7	An understanding and ability to set realistic and challenging targets and be able to assess and review learners' progress.		
	E8	Professional experience and an up to date working knowledge and understanding of teaching, learning and behaviour management strategies.		
	E9	A professional understanding of current legislation, policies and		



		guidance on the safeguarding of learners and the promotion of their well-being.		
	E10	Experience of working with children with SEND and EAL, identifying their needs and ensuring they make progress		
Skills	E11	Ability to write reports, keep accurate records and communicate effectively	D6	Willingness to undertake additional relevant training
	E12	Effective organisational skills		
	E13	Ability to work well and communicate with a range of audiences, including parents/carers and other professionals		
	E14	Ability to use a calm, positive approach to promote learning and excellent behaviour		
	E15	Confident and competent in the use of IT		
	E16	Able to contribute to and support the development of the curriculum in the school		
	E17	Able to analyse and evaluate external and internal data		
	E18	Able to work collaboratively as member of a team and contribute to the professional development of colleagues, including the sharing effective practice		
Personal Attributes	E19	Enthusiasm and commitment	D7	Practising Roman Catholic
	E20	Sensitivity and a willingness to offer support to and accept support from others	D8	Willing and able to contribute to extra-curricular activities



	E21	Excellent time management, punctuality, good communication and presentation skills	D9	Willingness to be involved in the wider life of the school and our Trust.
	E22	A positive attitude to change and ability to work flexibly		
	E23	A desire to play a full and active part in the life of the school		
	E24	Resilience, the ability to work under pressure and to meet deadlines		
	E25	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults		
	E26	Open-minded, self-evaluative and adaptable to changing circumstances and new ideas		
Special Requirements	E27	A commitment to safeguard the welfare of children		
	E28	Compliance with data protection principles		
	E29	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E30	Compliance with health and safety policies, rules and regulations		
	E31	To uphold the Catholic ethos of our schools		