



Job Description

Post title: Class Teacher, Part Time (2 days), Fixed Term (2 terms – Maternity cover)
Grade: MPS 1-6 / UPS 1-33
Reports to: Headteacher

Job Purpose

- To support the Catholic ethos of the school and adhere to the school mission statement – ***Made in the image of God, we flourish, love and serve others.***
- 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, 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.

October 2026