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| **Post Holder: Job Description** |
| *The description of the duties, responsibilities and accountabilities for the post of Class Teacher* |
| Responsibility Areas | * Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
* Maintain the Catholic ethos and core values of the school, both inside and outside the classroom
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
* To meet or exceed current National Standards for teachers as published by the Department for Education
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|  | * Work within the Catholic Ethos and the teachings of Christ.
* Implement agreed school policies and guidelines.
* Support initiatives decided by the Headteacher, Senior Leadership Team and staff.
* Plan appropriately to meet the needs of all pupils, through scaffolding of tasks.
* Be able to set clear targets, based on prior attainment, for pupils’ learning.
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
* Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
* Report to parents on the development, progress and attainment of pupils.
* Maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy.
* Participate in meetings which relate to the school’s management, curriculum, or organisation.
* Communicate and co-operate with specialists from outside agencies.
* Lead, organise and direct support within the classroom working with teaching assistants to share plans and define roles.
* Participate in the performance management system for the appraisal of their own performance or that of other teachers.
* Other duties arising; related to the post as discharged by the Senior Leadership Team.
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| Accountable to | Headteacher |
| Salary range | Main scale 1-6 |
| Signed |  Date: |

**Person Specification**

*Please read carefully and address in written applications*

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| **Qualifications** | Essential  | Desirable |
| * Qualified Teacher status
* Degree or equivalent
* Commitment to continued professional development
* Evidence of additional further educational or professional training or qualifications
 | **✓****✓****✓** | **✓** |
| **Experience** | Essential  | Desirable |
| * Evidence of good/outstanding classroom practice
* Experience of working with and developing links with the community
* A commitment to the wider curriculum
 | **✓****✓** | **✓** |
| **Knowledge & Understanding** | Essential  | Desirable |
| * Up to date knowledge & understanding of the

current national education agenda* Understanding of how children learn

and effectively apply their learning | **✓****✓** |  |
| **Leadership Skills** | Essential  | Desirable |
| * Be positive & professional at all times
* Ability to resolve problems and make decisions
* Think creatively and imaginatively to solve problems and identify opportunities
* Effectively communicate orally and in writing to a range of audiences
* Willing to give honest views on school improvements and policies within the correct forum
 | **✓****✓****✓****✓****✓** |  |
| **Personal Qualities** | Essential  | Desirable |
| * A sense of humour
* Hardworking and collaborative
* High levels of discretion, reliability, compassion and integrity
* Passionate about classroom teaching
 | **✓****✓****✓****✓** |  |