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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 |
|  | * 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. |
| 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 | **✓**  **✓**  **✓**  **✓** |  |