



## **Job Description Primary Class Teacher**

Hours of Work: 13.00 hours per week  
Grade: MPS  
Responsible to: Headteacher

### **Purpose of the Job:**

The purpose of this role is to provide high quality teaching and learning, attainment, achievement and engagement of students in line with our vision and ethos.

### **Main Duties and Responsibilities:**

#### Key Responsibilities:

- To implement policies and practices which reflect the school's commitment to high attainment and achievement through effective teaching and learning
- To support the Key Stage Leader in the application of developing appropriate syllabi, assessment, teaching and learning strategies and resources
- To monitor the progress made towards achieving targets and put in place strategies to achieve those targets
- To coordinate the delivery and development of a subject area across the school as designated by the Headteacher

### **Teaching and Learning**

To help sustain effective teaching, which is judged good or better, evaluate the standards of pupil's achievements and set targets for improvement.

- To plan and deliver effective lessons, ensuring curriculum coverage, continuity and progression for all students
- To check, mark and assess students' work and report on progress
- To support the Headteacher in the choice of appropriate teaching and learning methods to meet the needs of individual students
- To work with the Head of Learning in establishing clear practices for assessing, recording and reporting on student achievement
- To ensure that as a teacher you are aware of your contribution to pupil understanding of the duties, opportunities and responsibilities and rights of citizens
- Establishing a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets



- Support the school in development of effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and develop students' wider understanding
- To contribute to the orderly atmosphere of the school
- To attend staff, parents meetings, open evenings
- To act as a class tutor
- To carry out supervision duties

### **Efficient and Effective Deployment of Resources**

To help the Headteacher identify appropriate resources, and ensure that they are used efficiently, effectively and safely.

- support the Subject Coordinators in identifying resource needs
- create an effective and stimulating environment for teaching and learning within the classroom and school
- plan for and deploy teaching assistants as appropriate
- be willing to work with others to ensure that there is a safe working and learning environment in which risks are properly assessed

### **Ethos**

As part of a Catholic Federation, it is not expected that you are of the Catholic faith, but that you are able to uphold the Catholic belief and support the ethos of the Federation. Therefore it is expected that you are able to:

- To understand and share the Vision, Mission and Aims of the school as part of the Catholic Educational Community
- To maintain a positive Catholic ethos which recognises the dignity of each individual and is reflected in the day to day life of the school
- To be motivated and work with others to create a positive climate of shared culture of excellence, equality and high standards
- To actively lead your class on the daily act of worship
- To uphold school policies, maintaining positive behaviour, working with the Attendance Officer regarding absences, upholding the standards expected relating to uniform, checking diaries.
- Be aware and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection. Reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for the pupils.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.



## Personal Specification

### Essential Characteristics:

- Excellent communication skills both written and verbal
- Innovative and effective classroom practitioner
- Evidence of curriculum planning and developing schemes of work
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Organised and methodical with the ability to work to own initiative. Able to inspire and motivate others to succeed
- Effective team worker
- Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances / situations
- Motivated and enthusiastic with a good sense of humour
- Understanding of own behaviour and how this impacts on colleagues and pupils

### Person Specification:

	Essential Requirements
<b>Qualifications</b>	Qualified Teacher Status
<b>Knowledge and Skills</b>	<p>Teaching across all ages and abilities within the Primary setting</p> <p>Ability to promote and share good practice in the classroom</p> <p>Willingness to collaborate with other colleagues on joint planning and teaching styles</p> <p>Understanding of the role of the class tutor</p> <p>Familiarity with current education legislation and issues and the implications for implementation</p> <p>Ability to monitor, review, analyse, use data, and make strategic decisions to improve learning</p> <p>Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning in a mainstream school</p>



<b>Personal Qualities</b>	<p>Effective written and oral communication skills</p> <p>Sensitivity to and empathy with the needs of others</p> <p>Commitment to quality and professionalism</p> <p>Personal integrity</p> <p>Commitment to working to high standards and with high expectations</p> <p>Excellent interpersonal skills and ability to work effectively as a team member</p> <p>Well presented</p> <p>Approachable with calm nature</p> <p>Dependable and flexible</p> <p>Team player</p>
<b>Motivation and Expectations</b>	<p>Ability to relate to all pupils, regardless of ability, race, disability, background, with a view to ensure they achieve as well as all other pupils.</p> <p>Able to work calmly and proficiently in challenging circumstances and ensure good classroom management at all times.</p>