



Job Description  
Year 3 Class Teacher



Payscale	MPS
Responsible to	Headteacher

### Core Purposes and Values

- Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God's Love, encouraging them to strive for excellence in every aspect of their lives.
- Encourage every individual to be proud of who they are, of each other, their achievements and of their school.
- Ensure that each individual makes the most of the opportunities and challenges given to them.
- Provide a safe, caring, supportive environment for individuals to achieve.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

### Key Duties and Responsibilities

#### Teaching

- Plan and teach well-structured lessons, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

<ul style="list-style-type: none"> <li>➤ Promote the safety and wellbeing of pupils</li> <li>➤ Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li> </ul>
<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>➤ Take part in the school's appraisal procedures</li> <li>➤ Take part in further training and development in order to improve own teaching</li> <li>➤ Where appropriate, take part in the appraisal and professional development of others</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>➤ Maintain high standards of communication with colleagues, parents and pupils.</li> </ul>
<p><b>Working with colleagues and other relevant professionals</b></p> <ul style="list-style-type: none"> <li>➤ Collaborate and work with colleagues and other relevant professionals within and beyond the school</li> <li>➤ Develop effective professional relationships with colleagues</li> </ul>
<p><b>Personal and professional conduct</b></p> <ul style="list-style-type: none"> <li>➤ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>➤ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>➤ Understand and act within the statutory frameworks setting out their professional duties and responsibilities</li> </ul>

<b>Other Responsibilities</b>
<ul style="list-style-type: none"> <li>➤ Participate in the life of the school.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Commitment to the Catholic life of the school. To promote and support that life.</li> </ul>

<b>Skills &amp; Knowledge</b>
<ul style="list-style-type: none"> <li>➤ Sensitivity and understanding for building good relationships</li> </ul>
<ul style="list-style-type: none"> <li>➤ Excellent verbal communication skills for motivating children to learn</li> </ul>
<ul style="list-style-type: none"> <li>➤ Active listening skills to understand the children's needs</li> </ul>
<ul style="list-style-type: none"> <li>➤ Patience and the ability to remain calm in stressful situations</li> </ul>
<ul style="list-style-type: none"> <li>➤ To be flexible and open to change for working on different activities</li> </ul>
<ul style="list-style-type: none"> <li>➤ To enjoy working with other people</li> </ul>
<ul style="list-style-type: none"> <li>➤ A commitment to getting the best outcomes for all children and promoting the ethos and values of the school</li> </ul>
<ul style="list-style-type: none"> <li>➤ The ability to create the best conditions for learning or teaching new things</li> </ul>
<ul style="list-style-type: none"> <li>➤ High expectations for children's attainment and progress</li> </ul>
<ul style="list-style-type: none"> <li>➤ Ability to work under pressure and prioritise effectively</li> </ul>
<ul style="list-style-type: none"> <li>➤ Commitment to maintaining confidentiality at all times</li> </ul>
<ul style="list-style-type: none"> <li>➤ Commitment to safeguarding and equality</li> </ul>
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>➤ Qualified Teacher Status Degree</li> <li>➤ Successful primary teaching</li> </ul>
<p><b>Knowledge</b></p>

- Knowledge of the National Curriculum and/or the Early Years Foundation Stage Framework
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Good ICT skills, particularly using ICT to support learning

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.