



# HOLY NAME

CATHOLIC VOLUNTARY ACADEMY

## Class Teacher Job Description and Job Specification



Loving Learning Living Laughing, Together in Faith



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## Job Description

<b>Post</b>	KS2 Class Teacher
<b>Details: grade, hours, duration, location</b>	Salary MPS/UPS 32.5 hours a week, permanent Based at Holy Name Catholic Academy, Cookridge
<b>Responsible to</b>	Headteacher
<b>Purpose of the Post</b>	<ul style="list-style-type: none"> <li>• To be an excellent classroom practitioner</li> <li>• Have a positive impact on the educational progress of your pupils</li> <li>• To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school</li> <li>• To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote and support the Catholic ethos of the school</li> <li>• Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year</li> <li>• Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan</li> <li>• Teach the class assigned to you according to the pupils' differing educational needs in accordance with the teaching styles agreed by the school, and promote the general progress and well-being of the children</li> <li>• Plan and prepare lessons appropriate to the age of the pupils and covering the range of subjects required by the Curriculum of the school, as laid down by the Governors</li> <li>• Liaise with the SENCo in the writing of individual support plans</li> <li>• Keep records of planned work in accordance with the methods laid down by the Headteacher and agreed with the teaching staff of the school</li> <li>• Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy</li> <li>• Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy</li> <li>• Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress</li> <li>• Implement rewards and sanctions within the school policies and procedures</li> <li>• Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils</li> <li>• Make assessments of individual pupil progress in RE, the core and foundation subject areas and keep all required records in the agreed format</li> <li>• Provide written reports for parents at the end of the school year, to include academic achievement and progress in all subject areas, as well as personal and social qualities and needs</li> <li>• Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.</li> <li>• Evaluate their own teaching and use this analysis to identify affective practice and areas for improvement</li> <li>• Participate in meetings which relate to the school's management, curriculum, administration or organisation</li> <li>• Communicate and co-operate with specialists from outside agencies</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead, organise and direct support staff within the classroom</li> <li>• Participate in the performance management system for the appraisal of their own performance, or that of other teachers</li> </ul>
<p><b>Other Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the Catholic ethos of the school</li> <li>• Comply with all relevant legislative requirements, Trust and Diocesan values, and with all policies and procedures in school including Child Protection, Safeguarding, Health and Safety.</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>

## Person Specification:

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A good degree in a related subject</li> <li>• Qualified Teacher Status</li> <li>• Successful teaching in Key Stage 1 or 2 that meets the requirements as described in the Professional Teacher Standards</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Organised, able to plan and prioritise</li> <li>• A secure knowledge of the national curriculum and related pedagogy</li> <li>• Knowledge of a range of strategies to promote good behaviour in order to maintain a calm working environment</li> <li>• The ability to plan and teach challenging, motivational, and well organised lessons</li> <li>• Know how to create a purposeful learning environment</li> <li>• English, maths, ICT skills to support teaching/professional activities</li> <li>• Able to relate well to students, be an effective role model and motivate students to achieve success</li> <li>• Ability to work on own initiative with minimum supervision</li> <li>• Professional manner at all times</li> <li>• Evaluate practice and refine approaches where necessary</li> <li>• Understanding of issues in relation to achievement and diversity</li> <li>• Awareness of policies and procedures relating to child protection, health and safety, confidentiality, data protection, safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of National Curriculum assessment</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Relationships with children are positive with high expectations</li> <li>• Up-to-date knowledge/understanding of the professional duties of teachers</li> <li>• Can communicate well and work with children, staff, parents and others</li> <li>• Committed to personal professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic</li> </ul>

# “Holy Name Catholic Voluntary Academy continues to be a good school.”

Ofsted October 2023

*“Pupils are proud to attend Holy Name Catholic Voluntary Academy.”*

*“It is a welcoming school where everyone is treated with respect and politeness.”*

*“Leaders have high expectations for all pupils, including pupils with special educational needs and/or disabilities (SEND). This is evident from the moment that children start school.”*

*“Pupils’ behaviour is impressive.”*

*“The curriculum in the Reception class provides children with a very strong start to their education.”*

*“Leaders foster pupils’ love of reading.”*

*“Links between home and school are strong.”*



