



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Class Teacher

<b>Reporting to:</b>	Headteacher
<b>Grade/Salary:</b>	MPS/UPS
<b>Contract Type:</b>	Part time(0.6), Permanent
<b>Hours:</b>	19.5
<b>Location:</b>	St Thomas Catholic Voluntary Academy, Church View, Ilkeston, DE7 4LF

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#### Main purpose

The teacher will:

- Maintain and develop the Catholic character of the academy
- Fulfil the professional responsibilities of a teacher, as set out in the Academy Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards (career stage expectations)

#### Duties and responsibilities

##### Teaching

- Plan and teach well-structured lessons to assigned classes, following the academy's planned curriculum
- 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 all pupils
- Set high expectations which inspire, motivate, challenge and are inclusive of all pupils
- Demonstrate good subject and curriculum knowledge
  - Set homework in line with the Academy's Homework policy
- Continually develop your knowledge and practice of teaching pedagogy; engaging regularly with educational research and best practice both nationally and internationally.



## Curriculum

- Liaise with senior colleagues to ensure that the departmental curriculum is broad, balanced and current
- Work with colleagues within the department to maintain accreditation of relevant examination and professional bodies
- Participate in monitoring and evaluation to ensure the delivery of a high-quality curriculum
- When and where appropriate to lead the development of a subject curriculum area
- Develop and review regularly the vision, aims and purpose for KS2
- Monitor changes to KS2 teaching, learning and school improvement, and share with staff as appropriate
- Oversee the planning of a curriculum that:
  - Is diverse and inclusive
  - Meets the needs of all pupils and the requirements of the KS2 framework
  - Is well sequenced to promote pupil progress towards the early learning goals (ELGs)
  - Is effectively and consistently implemented across the KS2
- Make sure there is an effective system of assessment that meets the requirements of the KS2 framework and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Have an overarching responsibility for pupils' achievement and standards in the KS2

## Whole-Academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the academy's improvement plan, policies, practices and procedures, so as to support the Academy & Trusts' values and vision
- Make a positive contribution to the wider life (including Catholic life) and Catholic ethos of the academy
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Consult pupils, parents and staff about the KS2 and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed at the KS2
- Liaise with the Trust on KS2-related projects and activities

## Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment



### **Professional development**

- › Participate fully in the academy's appraisal procedures
- › Participate fully in further training and development in order to improve own teaching
- › Where appropriate, take part in the appraisal and professional development of others within the Early Years and Key Stage 1,2

### **Communication**

- › Communicate effectively with pupils, parents and carers
- › Use efficiently, the systems to communicate with colleagues across the Trust and beyond

### **Working with colleagues and other relevant professionals**

- › Collaborate and work with colleagues and other relevant professionals within and beyond the academy and Trust
- › Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the academy
- › Have proper and professional regard for the Catholic ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality
- › Be aware of and comply with GDPR guidance set out by the Academy Trust
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- › Act as a positive role model for pupils

### **Management of staff and resources**

- › Direct and supervise assigned support staff, and where appropriate, other teachers
- › Contribute to the recruitment and professional development of other teachers and support staff
- › Deploy resources appropriately

### **Other areas of responsibility**

- › Hold regular team meetings on the KS2 to keep staff informed of developments or changes
- › Provide support to staff regarding teaching and learning, resources, and planning in the EYFS
- › Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the EYFS is being implemented and how well it is delivered across the school



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- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the KS2
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate

The teacher will be required to safeguard and promote the welfare of children and young people, and follow Academy 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 postholder 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.



**Person Specification**

**Class Teacher (Primary)**

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Experience</b>	Qualified Teacher Status	✓		A
	Evidence of continued professional development		✓	A
	Successful Early Years teaching experience	✓		A
	Coordination of curriculum subject area	✓		A & I
	NPQ Early years leadership		✓	A & I
	Successful experience of Early Years Leadership		✓	A & I
<b>Skills and Knowledge</b>	Knowledge of the National Curriculum and Early Years Foundation Stage Profile	✓		A & I
	Knowledge of effective teaching and learning strategies	✓		I
	A good understanding of how children learn	✓		I
	Ability to adapt teaching to meet children's needs	✓		I
	Ability to build effective working relationships with pupils and parents	✓		I
	Knowledge of guidance and requirements around safeguarding children	✓		I
	Knowledge of effective behaviour management strategies	✓		I
	Good ICT skills, particularly using ICT to support learning	✓		I
<b>Personal Qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the Academy	✓		I
	High expectations for children's attainment and progress	✓		I



	Ability to work under pressure and prioritise effectively	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding and equality	✓		I

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** February 2024

**Next review date:** When next needed for the position

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_