



ST MARY'S CATHOLIC PRIMARY SCHOOL

"Each unique talented and valued"

JOB DESCRIPTION

Post title	EYFS Class Teacher
School:	St Mary's Catholic Primary School
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the governing body
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

Teaching

- Support the school's Catholic ethos as required
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn

"Love one another as I have loved you"

John 13:34

- Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

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- Be a role model and act as an ambassador for Holy Rosary Catholic Primary School in and outside the school by: speaking positively about the school in the local community; upholding a commitment to excellence at all times and by dressing appropriately and smartly in accordance with the school's dress code

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the school's appraisal systems

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Acceptance of job description by Postholder

Name:

Signed:

Date:

Signature of Headteacher:

Date:

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PERSON SPECIFICATION – CLASS TEACHER

		Essential/ Desirable
Professional Qualifications	Qualified Teacher (Certificate of Education, PGCE, B Ed, BA QTS)	E
Catholic	Practising Catholic	D
Experience: Teaching & Learning	<p>Proven track record of good to outstanding teaching</p> <p>Up-to-date knowledge of National Curriculum requirements and ability to implement them</p> <p>Good understanding of assessment techniques & pupil target setting.</p> <p>Ability to articulate characteristics of effective teaching & learning for pupils of all abilities.</p> <p>Ability to relate to pupils in a firm but fair manner.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Strategic direction & development	<p>Clear vision of the purpose and mission of a catholic school.</p> <p>Awareness of current significant initiatives in education.</p> <p>A clear vision for primary education and strategies for achieving it in the classroom situation.</p>	<p>E</p> <p>E</p> <p>E</p>
Deployment of resources	Some experience of providing an attractive indoor environment that stimulates learning and enhances the appearance of the school.	E
Knowledge/ Skills/ Aptitudes:	<p>Ability to communicate ideas clearly through the written word.</p> <p>Ability to use ICT effectively and creatively.</p> <p>Ability to inspire and motivate pupils and other staff</p> <p>Ability to explain ideas clearly and succinctly.</p> <p>Approachable, caring personality.</p> <p>A high level of enthusiasm and commitment.</p> <p>Flexibility, strength of character and ability to listen.</p> <p>Willingness to ask for advice & support where necessary.</p> <p>Good organisational skills including the ability to prioritise.</p> <p>Ability to work co-operatively and as a member of a team.</p> <p>An excellent sense of humour.</p> <p>Willingness to contribute fully to the life of the school.</p> <p>Experience and/or skills to work with TAs as part of a class team.</p> <p>Ability to support in a curriculum area across the whole school.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal	<p>To have a positive attitude towards school improvement and inclusion</p> <p>Be willing to contribute to extra-curricular activities.</p>	<p>E</p> <p>D</p>

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John 13:34*