



Job Description

Job Title:	Class teacher (Early Years)
Grade:	Main Scale
Hours:	0.8 FTE
Contract:	Permanent
Responsible To:	Phase Lead and Headteacher

Introduction

This appointment is with Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract. The post-holder will, by personal example, ensure that the Catholic ethos and mission of the MAC, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the headteacher and the post-holder. It will be reviewed annually.

Mission Statement

Learn and Grow as God's Holy People

St Thomas More is a Catholic Primary School. We place our children at the heart of all we do, inspired by the love, life and teachings of Jesus and the Catholic Church.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God-given task. Each child in our school is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally and academically in a happy, secure Catholic Christian environment. We will always do our best to provide the best possible education for every child.

Core Purpose

As a Teacher at Saint Thomas More Catholic Primary School the core purpose of the job is to support the Leadership Team in ensuring that the school combines excellence in teaching with enjoyment in learning, through provision of an inclusive, balanced and broadly based innovative and creative curriculum that promotes spiritual, moral, cultural, mental, emotional and physical development, and prepares children for the opportunities and responsibilities of secondary education and later life leading to successful outcomes for pupils in attitudes to learning and achievement, set in the context of the school mission:





'Learn and grow as God's Holy People'

The post-holder will ensure that all statutory requirements are met and contribute towards school self-evaluation.

Duties and Key Areas Responsibilities

- Support fully the Catholic ethos of the school.
- Ensure quality provision for pupils' spiritual, academic, moral, social and cultural education in line with the distinctive nature, purposes and aims of the school to enable all pupils to reach their full potential.
- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development and further the distinctive Catholic nature, purposes and aims of the school.

Learning and Teaching

- Plan and teach effectively within school frameworks well-structured lessons to assigned classes, 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, as necessary.
- Deploy available support staff effectively to promote increased quality of teaching and learning.

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
- Attend and participate in relevant meetings as directed e.g. phase meetings, planning meetings, staff meetings.
- To liaise with the Leader of Learning, to ensure smooth transition and progression between the year groups before and after the Phase.
- As appropriate to career stage, to be accountable for leading, managing and developing a designated curriculum area, subject or pupil development area across the curriculum, providing leadership and support for teachers to promote





improvement and effectively monitoring the evaluation of provision and outcomes, to ensure good pupil progress.

Pastoral Care, including Safeguarding

- Be knowledgeable of and rigorously adhere to the Safeguarding Policies, procedures and practices of the school, ensuring safeguarding of the child is always prioritised
- Promote the safety and wellbeing of pupils. Follow all Health and Safety policies, procedures and practices, being proactive in promoting the health and safety of yourself, pupils and other stakeholders.
- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together.
- Manage behaviour effectively to ensure a good and safe learning environment, maintaining good order and discipline among pupils
- Promote pupil independence in learning, social and mobility skills, reinforcing pupils' self-esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Actively participate in collaborative work across the Holy Cross Catholic MAC
- Develop effective professional relationships with colleagues

Personal and Professional Conduct

- Uphold public trust in the profession, St Thomas More Catholic Primary School and Holy Cross Catholic MAC and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities
- Undertake any other duties relevant to the pay allowance and the nature of this role as directed by the Headteacher.





St. Thomas More
Catholic Primary School
Part of Holy Cross Catholic MAC

St Thomas More Catholic Primary School
120 Knoll Drive, Stivichall, Coventry, CV3 5DE

Headteacher: Mrs Clare Staines
Tel: 02476 849910 Email: STM-Admin@hccmac.co.uk
Web: www.STM.hccmac.co.uk

All staff are accountable for promoting and safeguarding the safety and welfare of children.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order:

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Date Reviewed: March 2026

Agreed by: Date:

Headteacher: Date:



Holy Cross Catholic
Multi Academy Company
Achieving together in faith

Learn And Grow As God's Holy People



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • EYFS practitioner 	<ul style="list-style-type: none"> • Early Years qualification • Successful primary teaching experience • Up to date Safeguarding CPD • Up to date training in supporting SEND • Up to date training in supporting EAL • Up to date training in Team Teach (or similar positive handling technique)
Skill and Knowledge	<ul style="list-style-type: none"> • Effective working knowledge of the National Curriculum in particular stronger foundations and EYFS Curriculum • 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 effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning • Knowledge of how to establish a secure, stimulating, inclusive learning environment • Knowledge of and commitment to safeguarding responsibilities and procedures • Effective verbal and written communication skills 	<ul style="list-style-type: none"> • Knowledge and experience of successfully leading a subject area





<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Willingness to be supportive of the Catholic ethos of the school • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children’s attainment and progress • Ability to work under pressure and prioritise effectively; organised and flexible, with ability to manage workload and wellbeing • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to work as a team, inspiring colleagues and sharing ideas and expertise • Positive, proactive and resilient, with a ‘can-do’ approach • Enthusiastic, energetic and creative • Ability to meet deadlines and work under pressures 	<ul style="list-style-type: none"> • Practising Catholic
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