

ST JOHN'S CATHOLIC PRIMARY SCHOOL

'Let the light of Christ shine in us'



The Diocese of Westminster Academy Trust
Providence Way

Baldock
Hertfordshire
SG7 6TT

Head Teacher: Mr T Timson
www.stjohns4.herts.sch.uk

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Job Title: Teacher
Reports to: Head teacher
Salary Range: Main Pay Range 1 - 4
Date: September 2026

Purpose of the role

To deliver exemplary professional practice that inspires all pupils to flourish and realise their full potential within the mission and values of the School. The role is rooted in the formation of the whole child, affirms the dignity and uniqueness of every pupil, promotes academic excellence, and nurtures compassionate, responsible citizens committed to service and the common good. To promote and adhere to all School and Trust policies.

Key Responsibilities

Fulfil the requirements of the Teachers' Standards and the expectations of the governing body. Including, but not limited to:

Teaching and Learning

- Plan, prepare, and deliver effective lessons in line with the National Curriculum and the school's curriculum policies.
- Set high expectations that inspire, motivate, and challenge all pupils.
- Use a range of teaching strategies to meet the needs of all pupils of differing abilities, including those with SEND, EAL, and higher attainment.
- Promote high standards of literacy, numeracy, and oracy across the curriculum to ensure pupils are well prepared for their next stage of education.



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Assessment and Progress

- Assess, monitor, record, and report on pupils' attainment and progress in line with school policies and statutory requirements, using a range of formative and summative assessment strategies to tailor learning accordingly.
- Use assessment outcomes to inform short and long-term planning, ensuring learning sequences build effectively on prior knowledge and understanding.
- Use ongoing assessment to identify pupils' strengths, gaps, and misconceptions, ensuring that teaching is responsive to the diverse needs of all learners.
- Apply assessment information to adapt teaching approaches, resources, and levels of support or challenge, enabling all pupils to make sustained and meaningful progress so that they are able to achieve their full potential.

Catholic Life and Ethos

- Actively support and promote the Catholic ethos, mission, and values of the school through your example and interactions serve as a role for children and adults alike.
- Support the prayer and liturgical life of the school, including collective worship and the celebration of the Church's year.
- Integrate Catholic Social Teaching and Gospel values into teaching and professional practice.
- Respect and support the distinctive nature of Catholic education and uphold the dignity of every child and respect parents as the first educator.

Pastoral Care and Behaviour

- Foster a positive, inclusive, and safe learning environment rooted in mutual respect and care where every child feels a high sense of belonging.
- Promote positive behaviour and pupils' personal development in line with school policies.
- Act as a role model, supporting pupils' emotional well-being and personal growth.
- Take a lead role in supporting the social development of children in your care at non structured times e.g. playtimes, lunchtimes, school trips.

Professional Responsibilities

- Work collaboratively with colleagues to promote high-quality teaching and whole-school improvement.
- Build effective partnerships with parents and carers as first educators, communicating clearly about pupils' progress, behaviour and well-being.
- Work with external agencies and implement recommended strategies to support pupils' learning, wellbeing, and inclusion.
- Contribute to curriculum development and wider school priorities, as appropriate. Engage proactively in School and Trust CPD opportunities and networks.
- Engage fully in professional development including the performance management process and maintain high standards of professional conduct and safeguarding.
- Fulfil the requirements of the Trust Code of Conduct and all employment policies
- Carry out any reasonable duties as directed by the Headteacher, appropriate to the role.



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Safeguarding, Health and Safety

- Safeguard and promote the welfare of children and young people in accordance with statutory requirements.
- Adhere to the school's policies and procedures relating to safeguarding, health and safety, behaviour, and equality.
- Take responsibility for ongoing professional development in relation to key changes pertaining to Keeping Children Safe in Education and all statutory documentation.
- Ensure that all data relating to children and their families kept in line with GDPR requirements and used only for purposes for which it is intended.

Accountability

- The postholder is accountable to the Headteacher.
- The Governing Body reserves the right to amend this job description in consultation with the postholder to meet the changing needs of the school and the Trust.



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