



**St Gabriel**

**the Archangel**

**Catholic Multi-Academy Trust**

## Class Teacher (Primary)

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### Job Description

*Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.*

# St Gabriel the Archangel Catholic Multi-Academy Trust

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## Introduction

The appointment is subject to the current conditions of service for Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties under the direction of the Principal. This job description may be amended at any time, following consultation between the Principal and the Class Teacher and will be reviewed annually.

## Key Duties and Responsibilities

To effectively deliver the curriculum to the primary class of pupils, ensuring that pupils make at least expected progress in relation to national expectations. This is alongside meeting their Spiritual, Moral, Social and Cultural needs as well as their pastoral and welfare needs. To provide an effective education to pupils within the framework provided by the Principal, the Local Governing Body, the Multi Academy Company and the DfE paying full regard to all statutory requirements. To lead by example as a teacher. To fulfil the Conditions of Employment for Teachers as defined in the current School Teachers' Pay and Conditions Document.

## Teacher Standards

A teacher must ensure that they comply with the standards as defined in the Department of Education Guidance. The standards define the minimum level of practice expected of trainees and teachers from the point of being awarded qualified teacher status (QTS). An overview can be found here- [Teacher Standards Overview](#)

## Leading and Managing Policy

All staff within a primary academy are considered a leader. As a class teacher you have a responsibility to:

1. Participate in the review, evaluation and policy development process to ensure that they reflect MAC and academy aims, objectives and enable the school to make the Mission Statement a reality for all in the community.
2. Support the aims and ethos of the academy, ensuring that the MAC and Academy Mission Statement is known and understood so that it informs policy and practice and your professional duties with pupils, staff and stakeholders.

3. Deliver all aspects of the Health and Safety Policy and report to the Principal on Health and Safety and Environment matters and Safeguarding.
4. Contribute to management and innovation forums on the formulation of Whole Academy Policies and academy development.
5. To contribute to Academy Self Review activity.

## **Leading and Managing Learning and Teaching**

As a Class Teacher you have a responsibility to:

1. Lead by example and display those teacher competencies required of all teachers at the academy with regard to subject knowledge, subject application, assessment, recording and reporting and pupil engagement.
2. Carry out teaching duties in accordance with the academy's schemes of work and National Curriculum and provide leadership and support for colleagues in planning and delivering aspirational targets for all.
3. Liaise with parents and attend consultation evenings. Enable the academy to continue to be responsive to stakeholder needs. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement, progress and personal development.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students. Ensure learning experiences of pupils are linked with and integrated into the wider community which enables them to take their place in their local and global community as active citizens guided by Catholic values.
5. Coordinate the assessment and reporting of progress in accordance with the assessment policy and Key Stage requirements. Keep appropriate records of pupils' attainment and progress. Ensure Key Stage Assessment Data is shared effectively within the academy and is used to raise achievement for all cohorts.
6. Implement the academy's behaviour policy as an integral part of effective teaching and take direct action to ensure consistency across the department. On a termly basis apply data from conduct log records and Voice of The Learner to inform next steps.
7. Actively encourage house competition, empowerment and pupil leadership within the classroom and ensure this relates to whole academy policy and pupil voice.

8. Support the development and implementation of new models of curriculum development as appropriate.
9. Ensure that engaging learning takes place when cover has to be arranged.

### **Leading and Managing People**

As the Class Teacher you have a responsibility to:

1. Lead by example and ensure effective balance of challenge and support to secure improvement – particularly in relation to the deployment of Teaching Assistants.
2. Guide and advise individual teachers on matters relating to teaching and learning in your subject responsibility (if relevant) which will secure pupil engagement with progress and attainment.
3. Observe colleagues at work and ensure the evaluation and sharing of good practice and complete appropriate records for accountability.
4. Contribute to a cohesive team spirit in the academy, whereby the skills of all staff are valued and developed and are supportive of the whole academy Ethos.

### **Managing Recourses**

As a Class Teacher you have a responsibility to:

1. Manage, organise and deploy learning resources to maximum effect ensuring Best Value, quality control and security of resources.
2. Monitor and ensure efficient use of resources and evaluate their effectiveness.
3. Advise SLT on the deployment of staff to ensure the most efficient use of teaching professional expertise (particularly in relation to Teaching Assistant support).
4. With administration staff, ensure stock and inventory records are maintained on a termly basis and adhere to sign out procedures for occasions when items are taken off site.
5. Ensure that there is a safe working and learning environment in which risks are properly assessed and reported in accordance with the Health and Safety

policy.

6. Ensure the learning environment is ordered and conducive to raising achievement with good visual display which is changed regularly and kept neatly.

### **Managing Pupil Wellbeing**

As a class teacher you have the responsibility to ensure the well-being of pupils through:

1. Ensuring all lessons are well planned, delivered at an appropriate pace and engage all learners and that this is reflected in pupil and stakeholder voice evaluations.
2. Be available to deal with issues involving pupils, parents and staff as required and directed by the Principal.
3. Taking responsibility for break, lunch and after school duties in relation to academy practice.
4. To contribute to whole academy extra-curricular activities and to actively lead and contribute to assemblies and pupil leadership, empowerment and praise activities.
5. Adhere to the whole academy Behaviour Policy especially in managing sanctions, referrals, conduct and incident logs.
6. Enable each pupil to fulfil their potential and be the best they can be by placing them at the centre of all endeavours.
7. To carry out all pastoral duties of a class teacher.

Implementation of whole Academy policies relating to the following documentation in order to maximise learning and safeguard all young people:

- Keeping children safe in education;
- Inspecting safeguarding in early years, education and skills settings;
- School Inspection Handbook;
- Working together to safeguard children.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## Person Specification

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<b>Key Area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Relevant degree</li></ul>	<ul style="list-style-type: none"><li>• Any other qualifications relevant to the primary teaching role.</li></ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of the National Curriculum</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Able to teach successfully throughout the academy</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support children's learning</li><li>• Good interpersonal, communication and organisational skills.</li><li>• High expectations and standard of achievement and behaviour and attitudes.</li></ul>	

<p><b>Relationships</b></p>	<ul style="list-style-type: none"> <li>● An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.</li> <li>● Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan.</li> </ul>	
<p><b>Other attributes</b></p>	<ul style="list-style-type: none"> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the academy</li> <li>● Able to support the Mission Statement of this Catholic Academy in a positive way</li> <li>● Have strengths in teaching and motivating students of all abilities</li> <li>● High expectations for children's attainment and progress</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality</li> </ul>	

## Safeguarding Commitment

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St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

## Benefits

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- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Signed	
Date	

