

St Teresa's Catholic Primary School

Growing and learning together, as part of God's family, to be the best that we can be.

Class Teacher Job Description

Main / Upper Pay Scale

Purpose

- To deliver high quality teaching and learning to pupils who are assigned to the post holder
- To carry out such other associated duties as are reasonably assigned by the Headteacher.
- To support the Headteacher in safeguarding and promoting the welfare of children.

Context

The school welcomes teachers of high professional standards and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are Early Career teachers, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For Early Career teachers subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers on the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to a wider team.

Responsibility

The duties outlined in this job description are in addition to those covered by the current School Teachers' Pay and Conditions Document.

- Implement the aims of the Schools Mission Statement.
- Enhance the spiritual, physical, intellectual, emotional and social development of the children.
- Create a stimulating, happy purposeful learning environment for the children in your care.
- Value and respect each individual child, to recognise and positively respond to their efforts and achievements.
- Be responsible for the teaching and learning of all pupils who are assigned to the post holder.

- Supervise and monitor the work of any support staff, including teaching assistants, learning support assistants and support teachers, who are assigned to work with the post holder's pupils.
- Provide leadership across the school in designated subjects or curriculum areas, this to include:
 1. Monitoring quality and standards
 2. Contributing to school planning and self-evaluation
 3. Providing professional support to other teachers and support staff
 4. Advising the Headteacher on appropriate resources and materials
 5. Leading appropriate professional development.

Equity

- Value difference.
- Ensure that the school's equalities and diversity policies are followed.

Health and Safety

- Be aware of and comply with policies and procedures including those relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Criminal records

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Supervision

The post holder will work alongside other teaching and non-teaching staff but also on his/her initiative subject to the general and specific direction of the Headteacher or line manager.

Contacts

Headteacher
 Deputy and Assistant Headteachers
 Lead Practitioner
 Teaching and support staff
 Administration staff
 Pupils
 Parents
 External professionals

Additional Information

- The post-holder is required to support and contribute to the Catholic ethos and aims of the school.
- All members of staff are required to participate in training and other learning activities, as appropriate.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may be necessary from time to time.

Person Specification

The post holder will possess many, but not necessarily all, of the following characteristics. Some are essential and these are marked (E). Some will be ascertained from the application form and some from interview.

Qualifications

- Qualified teacher status (E)

Qualities and Attributes

- Be supportive of the Catholic ethos of the school (E)
- Have the ability to maintain confidentiality (E)
- Have a high standard of professionalism at all times with particular regard to attitude and dress (E)
- Be dependable and reliable (E)
- Be highly organised and methodical (E)
- Have high level of written and oral communication skills
- Be calm under pressure
- Have a flexible approach and an ability to respond to changes in circumstances - the ability to think on your feet!
- Be enthusiastic and committed (E)
- Be able to work independently and as part of a team (E)
- Be an effective team leader/member
- Have the ability to create happy stimulating environment and to promote Christian values in all relationships.
- Have a commitment to work together with all stakeholders including the wider community (E)
- Have good interpersonal skills particularly with children colleagues and parents (E)
- Be sensitive towards colleagues, parents, children and visitors (E)
- Be able to remain courteous and polite at all times (E)
- Have respect for individual children and an understanding of young children and their needs (E)
- Have the ability to enable children to value themselves for who they are (E)
- Have gentleness combined with firmness
- Have a sense of humour

Experience

- Be a strong practitioner who consistently facilitates a dynamic learning environment. (E)
- Informed on current good practice
- Effectively plans and delivers a curriculum that challenges all pupils (E)
- Effectiveness in communicating knowledge, skills and positive attitudes (E)
- Effective interpersonal and management skills
- Ability to lead and inspire by example
- Be fit enough to cope with the demands of the job (E)