

**CLASS TEACHER**

**JOB TITLE: Class Teacher RESPONSIBILITY TO: Headteacher**

**A teacher must support the Catholic ethos and core values of the school, both inside and outside the classroom and in doing so:**

**1. Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect;
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

**2. Promote good and outstanding progress and outcomes by pupils**

- set an example in all aspect, share good practice and support other colleagues in maintaining high standards;
- be accountable for pupils' attainment, progress and outcomes;
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these;
- guide pupils to reflect on the progress they have made and their emerging needs;
- use data effectively, demonstrating analytical thinking in reviewing and evaluating progress and attainment;
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching;
- encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Provide quality, accurate professional reports for parents

**3. Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings;
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship;
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject;
- teach early reading, demonstrating a clear understanding of systematic synthetic phonics;
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies;
- demonstrate knowledge and expertise across the range of subjects through coherent planning and lively, inspirational teaching;
- demonstrate expert knowledge inspiring colleagues and establishing a curriculum that ensures consistency across a year group and progression across the school;
- evaluate own subject knowledge and performance in terms of impact on teaching and learning;
- take responsibility for own CPD, keeping abreast of changes/developments across a range of subjects and leading improvement within area of responsibility;

- provide professional reports (verbal or written) to parents and other agencies, indicating progress, attainment and targets for improvement.

#### **4. Plan and teach well-structured lessons**

- set an example in all aspects, share good practice and support other colleagues in maintaining the standards;
- consistently teach lessons that are good or excellent and which include agreed 'nonnegotiable' aspects including remote learning as required;
- through effective planning and provision, demonstrate understanding of different styles of learning and how these are accommodated;
- demonstrate ability to reflect and evaluate teaching and the impact on learning, children's attitudes and behaviour;
- be systematic in evaluating learning within and across a sequence of lessons;
- actively engage parents in their children's learning;
- facilitate children's and parents' views on learning;
- evidence a range of opportunities for out-of-hours learning in line with school policy and additional contribution through after school clubs or other activities
- work effectively as part of a team, ensuring consistency across a year group
- take a significant role in collaborative planning,
- recognise own accountability for curriculum provision within the class and the quality of learning.

#### **5. Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively;
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development;
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

#### **6. Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements;
- make use of formative and summative assessment to secure pupils' progress;
- use relevant data to monitor progress, set targets, and plan subsequent lessons;
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

#### **7. Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy;

- have high expectations of behaviour, 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 involve and motivate them;
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

## **8. Fulfil wider professional responsibilities**

- set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- be proactive in supporting the Catholic ethos of the school
- be positive and encouraging during times of change
- show full cooperation and support for colleagues managing development or change
- generate respect from colleagues through highly effective professional, working and supportive relationships
- form highly effective relationships with children that generate respect, confidence and high self-esteem
- form highly effective relationships with parents e.g. through good communication, listening to and acting upon concerns, providing professional support and guidance in respect to all aspects of school life
- write accurate, professional end of year reports
- recognise responsibility and accountability for the effective deployment of support staff
- liaise with the leadership team to ensure that support staff have the skills they need to work effectively
- fully engage in reflection, self-evaluation and appraisal, recognising the need to base conclusions on robust evidence
- take responsibility for own CPD through research and independent learning and actively participate in school based CPD including phase CPD and whole school CPD to support school and personal professional improvement
- be willing to support all aspects of the wider life of school
- be willing to support the wider leadership team.
- be willing to support enrichment activities to make a difference to the lives of children.

## **9. Additional Responsibilities**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;

- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- 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.

### **Code of Conduct**

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

### **Safeguarding**

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults s/he is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC

### **Health & Safety**

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

### **Policies & Procedures**

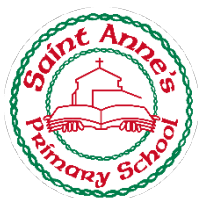
The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

St Anne's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates.

### **Review and Amendment**

*This job description is normally subject to annual review. It may be amended at the request of the headteacher.*



**St. Anne's Catholic Primary School  
Person Specification**

**Class Teacher**

Post Title: Class Teacher      Grade: Main scale  
Responsible to: HT

**Main purpose**

To support the Catholic Ethos of the school.

Raise the standards of achievement and promote the well- being of pupils at St. Anne's school

**Key roles**

Provide a high standard of teaching in order to raise the quality of learning and pupil achievement across all subject areas.

Undertake personal professional development and contribute to whole-school improvement and School Self Evaluation

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Someone who is committed to the Catholic ethos of the School</li> <li>• Recent and relevant INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Further CPD opportunities</li> <li>•</li> </ul>
<b>Skill and Abilities</b>	<ul style="list-style-type: none"> <li>• High level in teaching and learning skills and assessment of learning including target setting and data analysis</li> <li>• Ability to work as a committed member of the school team</li> <li>• High level of interpersonal and communication skills</li> <li>• Ability to plan and review the curriculum for Primary pupils</li> <li>• Capacity to take initiative and move things forward</li> <li>• Ability to form good relationships with all members of the school including parents</li> <li>• Ability to build effective teams with support staff</li> <li>• Good levels of ICT</li> </ul>	

	<ul style="list-style-type: none"> <li>• Effective practice across the Teacher standards</li> <li>• Effective classroom management</li> <li>• Ability to follow safeguarding processes and procedures</li> </ul>	
	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful recent experience of working with Primary pupils</li> <li>• Commitment to or recent successful experience of working closely with parents</li> <li>• Commitment to whole school ethos</li> <li>• Evidence of successful achievement in a school setting</li> <li>• Working in both KS1 and KS2 or willingness to do so</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in PE and the management of this subject/area across the school as part of a team <b>and / or</b> experience of teaching KS1 and early reading</li> <li>• Commitment to developing effective partnerships within the community</li> <li>• Successful experience of working in a Catholic school</li> <li>• Successful recent experience of working with Primary pupils across a range of ages</li> <li>• Willingness to work in any year group</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current and proposed Primary curriculum</li> <li>• Knowledge of SEN Code of Practice and how it relates to the classroom</li> <li>• Knowledge of local initiatives</li> <li>• Knowledge of Ofsted</li> <li>• Knowledge of SSE</li> <li>• Knowledge of safeguarding</li> <li>• Knowledge of National agenda and documentation</li> </ul>	

<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• An ability to demonstrate on a consistent basis the school's aims values and professional principles <ul style="list-style-type: none"> <li>• A positive and optimistic outlook</li> <li>• Willingness to support wider Catholic ethos of the school</li> <li>• Commitment to Equal Opportunities</li> <li>• Sense of humour</li> </ul> </li> <li>• Flexibility, determination and the highest expectations of work and behaviour <ul style="list-style-type: none"> <li>• Demonstrates initiative</li> <li>• Ambitious</li> <li>• Contributes to the wider school community</li> <li>• Passionate about education</li> <li>• High expectations for pupils, self and staff</li> <li>• Determination to make a difference</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To share expertise or interest in other subjects across curriculum</li> </ul>
----------------------------------	--	--

<p><b>Safeguarding statement</b></p>	<p>St Anne's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, 2013 and 2020.</p> <p>An online search will also be carried out as part of due diligence on all short-listed candidates.</p> <ul style="list-style-type: none"> <li>• Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the postholder is responsible for, or comes into contact with</li> <li>• Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.</li> <li>• Ensure compliance to Safeguarding Policies and Procedures within the MAC</li> </ul> <p>All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures</p>
--------------------------------------	---

**Safeguarding continued**

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

An online search will also be carried out as part of due diligence on all shortlisted candidates.