

## JOB PROFILE

<b>Job Title</b>	Class teacher	<b>Salary</b>	MPS
<b>Reports to</b>	Head teacher	<b>Department</b>	Teaching staff
<b>Location</b>	Holy Family Catholic Primary School	<b>Hours</b>	1.0 FTE hours in accordance with current Teachers' Pay and Conditions

### **Job Purpose**

To promote and support the Catholic, Christian ethos of the school by living out our Mission Statement. To meet the Teaching Standards and carry out the general professional duties of a class teacher under the responsible direction of the headteacher.

### **Principal Accountabilities**

- **Teaching**
- Follow the schools teaching and learning and curriculum policies
- Prepare long term, medium term and short term planning
- Ensure planning and resources are available for all to access on the school computer system and a hard copy is filed in the year group files
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons with clear roles for support staff
- Adapt teaching to respond to the strengths and needs of all pupils
- Incorporate cross-curricular skills, themes and dimensions in teaching
- Ensure the effective and efficient use of any staff that are supporting learning in the classroom
- Create a stimulating learning environment which is well-organised and tidy
- Improve the school by working to achieve the aims/objectives set out in the Annual School Development Plan
- Take time to share good practice, coach and support colleagues
  
- **Assessments and Reports**
- To mark/give feedback, in a timely manner, on work set in school and for homework so the learners know how to improve.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Assess using EYFS profile or APP, record and report on the development, progress and attainment of pupils on at least a termly basis
- To set personal targets for pupils based upon prior attainment and discuss with pupils in Pupil Conferencing
- To make accurate and productive use of assessment when planning and delivering lessons
- Participate in arrangements for preparing pupils for end of Key Stage and Phonic Screening tests and administering these in accordance with Statutory requirements
- To record and report on assessments in line with the school's termly schedule
  
- **Performance management and CPD**
- Participate in the Performance Management Process arrangements for the evaluation of own performance and that of other staff as directed
- Self-evaluate methods of teaching and programmes of work
- Adapt practice in response to monitoring
- Take part in the school's staff development programme by participating in opportunities

for continuous professional development

- Mentor NQTs in the same key stage if required
- In the case of an NQT participate in the NQT induction programme
  
- **Discipline, Health and Safety**
- Manage behaviour effectively and in line with school policy to ensure a good and safe learning environment both on and off site
- To seek approval from the headteacher for all offsite visits and complete the appropriate risk assessments at least one week in advance
- On a daily basis ensure teaching resources, learning environment and storage of equipment is managed to ensure children are not put at risk
  
- **Meetings and Inset**
- Participate in staff and key stage meetings
- Meet with outside agencies as necessary
- Attend statutory moderation and offsite INSET at the request of the headteacher
  
- **Subject Leaders**
- Know the standards and quality of practice in your subject of responsibility through regular book scrutinies, learning walk and gathering of assessment data
- Ensure appropriate and sufficient resources are available in all key stages
- Contribute to the professional development of other teachers and non-teaching staff
- Implement an annual subject action plan and hold a subject knowledge staff meeting
- Update subject specific policy to reflect current practice
- Prepare a written standards report for the governing body annually
  
- **Other activities**
- Attend assemblies, school Masses, other religious services and events and contribute to their preparation.
- Perform particular duties as from time to time may reasonably be assigned to her/him by the headteacher eg. break duty/detention supervision, organise whole school events, represent the school at an event, plan and deliver a parent information session
- Register the attendance of pupils and supervise pupils, before, during or after school sessions
- Promote the general progress and well-being of individual pupils and of any class or group of pupils
- Foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
- Make records of and reports on the personal and social needs of pupils working closely with outside agencies as necessary
- Communicate and consult with the parents of pupils within the school day and at Parents' Evenings
- To involve parents in their children's learning
- To promote Equal Opportunities throughout all aspects of school life
- As a leader in our community, to set appropriate standards of dress, language and behaviour
- Participate in leading after school activity clubs in an area of interest to yourself
- To take responsibility for training future teachers or support staff by ensuring course requirements and paperwork are completed fully

**Key interfaces**

- Children
- Parents
- Staff
- Governing Body
- Local Authority
- Diocese
- Outside agencies

### **Essential Capabilities**

#### **Skills**

- Excellent written and verbal communication and interpersonal skills
- Excellent organisation, time management and ability to meet deadlines
- Able to demonstrate ownership and responsibility for set targets
- Proactive, innovative, enthusiastic, positive and self-confident
- Excellent team working skills including collaborative approach to working
- Ability to work at consistently high standards
- Accurate attention to detail
- In depth understanding of policies and procedures
- Able to use own initiative and seek guidance when required
- Strong commitment to a high level of confidentiality

#### **Essential Qualifications**

- Qualified Teacher Status
- Excellent written and spoken English

#### **Desirable Qualifications**

- CCRS

### **Leadership Behaviours**

All Holy Family Catholic Primary School Employees should role model School behaviours and effective working.

### **Culture**

1. We work together to welcome and support all who enter our school
2. We are committed to creating a community which fosters Christian relationships based on the Gospel values
3. We challenge ourselves to be the best that we can be in every sphere
4. We are proactive in bringing about positive improvements for ourselves and the whole school community

### **Communicating a common vision**

1. To have a positive influence on the society in which we live through providing the opportunities for all to be the best version of the person God intended them to be
2. Our school is a learning organisation. We are constantly evolving together to bring us all closer to our peak performance for the long term well-being of ourselves and others
3. Parental support and perception are vital in achieving our goal of being an outstanding school. All staff must act professionally and maintain positive relationships between home, school and parish

### **Agreeing accountabilities**

1. Has an approachable style that enables people to raise concerns (e.g. about safety, ethics or performance)
2. Takes responsibility for developing themselves and others
3. Holds themselves and others accountable for the standard of delivery with clear links between performance and consequences

### **Motivating and inspiring others**

1. Be responsive to feedback about your own performance and behaviours
2. Lead by example and be willing to do what you ask of others
3. Encourage others to question things and take informed risks