



## Job Description: Class Teacher

**Post Title: Class Teacher**

**Salary: Main Scale**

**Line Manager: Headteacher**

**Contract Type: Permanent**

### **Main purpose of the job:**

- To carry out the professional duties of a teacher as circumstances may require in accordance with the school's policies under the direction of the head teacher.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the areas of learning for the EYFS.
- Facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups.

### **Key tasks:**

- Teach allocated pupils by planning their teaching to achieve progression of learning through:
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment identifying SEN or very able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of learning and home-learning

### **Use a variety of teaching methods to:**

- present a set of key ideas and use appropriate vocabulary
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources, ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate own teaching critically to improve effectiveness
- ensure the effective and efficient deployment of classroom support, taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy

- encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

### **Other professional requirements**

- have a working knowledge of the teachers professional duties as set out in the current School Teachers' Pay and Conditions document.
- understand teachers' legal liabilities and responsibilities
- establish effective working relationships with professional colleagues.
- set a good example to the pupils you teach through your presentation, personal and professional conduct
- be committed to ensuring that every pupil is given the opportunity to achieve
- take responsibility for your own professional development
- take professional responsibilities in relation to school policies and procedures
- liaise effectively with parents and carers and other agencies
- be aware of the role and purpose of the school governing body

Undertake other duties as the Headteacher may reasonably direct



## Person Specification: Class Teacher

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

|   | <b>Essential</b>   | <b>Desirable</b>   |
|---|--|--|
| <b>Qualifications &amp; training</b>          | <p>The Class Teacher will have:</p> <ul style="list-style-type: none"><li>• Qualified Teacher status</li><li>• evidence of continuous participation in in-service development and a commitment to further professional development</li></ul>   | <p>In addition, the Class Teacher might:</p> <ul style="list-style-type: none"><li>• have gained or are about to gain Catholic Teachers Certificate or Catholic Certificate in Religious Studies or demonstrate a willingness to undertake the qualification</li></ul> |
| <b>Experience</b>                             | <p>The Class Teacher should have experience of:</p> <ul style="list-style-type: none"><li>• teaching in an EYFS setting and KS1</li><li>• working successfully and co-operating as a member of a team</li></ul>  | <p>In addition, the Class Teacher might have experience of:</p> <ul style="list-style-type: none"><li>• teaching across the whole Primary age range</li><li>• experience of EYFS and/or KS1 Assessment</li></ul>   |
| <b>A commitment to education and teaching</b> | <p>The Class Teacher will have the ability to communicate and co-operate by:</p> <ul style="list-style-type: none"><li>• wishing to work within a Catholic School and be willing to teach R.E. and attend collective worship to meet the expectations of the school's governing body</li><li>• establishing and maintaining good professional relationships with pupils, parents and colleagues</li><li>• setting high expectations of all pupils and be committed to raising educational achievement</li><li>• adopting a flexible approach</li></ul> |  |

|   |   |  |
|---|---|--|
| <p><b>Knowledge and understanding</b></p> | <p>The Class Teacher will have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety, and inclusion</li> <li>• the theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies)</li> <li>• statutory National Curriculum requirements at the appropriate key stage and evidence of a good general knowledge and understanding of the National Curriculum and National Literacy and Numeracy Strategies and the Renewed Primary Framework</li> <li>• demonstration and up to date knowledge of Development Matters in Early Years Foundation Stage and statutory framework for the Early Years Foundation Stage.</li> <li>• planning and implementing an effective teaching programme, including the monitoring, assessment, recording and reporting of pupils' progress</li> <li>• effective teaching and learning styles</li> <li>• how to further develop personal professional skills and knowledge</li> <li>• how to establish an effective rapport with children which is based on high expectations and establish a purposeful learning environment where all pupils feel secure and confident</li> <li>• how to use ICT effectively as an integral part of teaching and learning</li> <li>• selecting and employing a wide range of resources with regard to safety issues</li> </ul> | <p>In addition, the Class Teacher might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• working within a Catholic school community, linking with parishes and the Religious</li> <li>• the preparation and administration of statutory National Curriculum tests</li> <li>• co-ordinating a NC subject in a primary school</li> </ul> |
| <p><b>Skills</b></p>                      | <p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> <li>• promote spirituality within the classroom, following school procedures</li> <li>• promote the school's aims positively, and use effective strategies to enhance motivation and morale</li> <li>• establish and develop a sound professional relationship and affinity with a class of pupils</li> </ul>  | <p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> <li>• develop strategies for creating community links</li> </ul>   |



# St John Vianney Catholic School

*Love one another as I have loved you*



|                                 |  |  |
|---------------------------------|--|--|
|                                 | <ul style="list-style-type: none"><li>• create a positive, challenging and effective learning environment</li><li>• develop sound professional relationships</li><li>• establish and develop appropriate relationships with parents, governors and the community</li><li>• communicate effectively (both orally and in writing) to a variety of audiences</li></ul>  |  |
| <b>Personal characteristics</b> | <p>The Class Teacher should possess:</p> <ul style="list-style-type: none"><li>• an awareness of the ethos of a Catholic School and the contribution this makes to the mission of the Church</li></ul> <p>They should also be:</p> <ul style="list-style-type: none"><li>• knowledgeable and highly competent</li><li>• approachable and empathetic</li><li>• creative and enthusiastic</li><li>• organised and resourceful</li><li>• intelligent and reflective</li><li>• committed</li></ul> | <p>In addition, the Class Teacher might also have:</p> <ul style="list-style-type: none"><li>• A sense of humour</li></ul> |
| <b>Special requirements</b>     | <p>The Class Teacher should:</p> <ul style="list-style-type: none"><li>• have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check</li><li>• be willing to undergo a pre-employment health check</li></ul>  | <p>The Class Teacher might also be:</p> <ul style="list-style-type: none"><li>• A practising Roman Catholic</li></ul>      |

**St. John Vianney is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.**