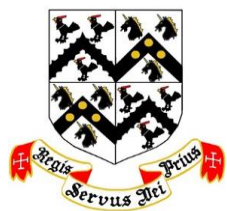


# Saint Thomas More Catholic Primary School

Part of the Holy Cross Catholic Multi-Academy Company



120 Knoll Drive, Stivichall, Coventry, CV3 5DE  
☎ Telephone: (024) 7684 9910 ☎ Fax: (024) 7684 9911  
✉ E-mail: [admin@st-thomasmore.coventry.sch.uk](mailto:admin@st-thomasmore.coventry.sch.uk)  
🌐 Website: [www.stmschool.co.uk](http://www.stmschool.co.uk)  
Twitter: @STMschCoventry Facebook: @STMCov  
Headteacher: Mrs Sarah Collins



## Job Description & Person Specification

**Job Title: Class Teacher**

**Scale: MPS**

### Terms and Conditions

This appointment is with the Holy Cross Catholic MAC under the terms of the Catholic Education Service contract signed with the Holy Cross Catholic MAC as employers. The Governors will appoint a person who can show by example and from experience that they support the Catholic ethos of the school. The appointment is subject to the current conditions of service for Teachers other than Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

### Mission Statement

***“Learn and Grow as God’s Holy People, in an outstanding learning environment”***

St Thomas More is a Catholic Primary School.

We place our children at the heart of all we do, inspired by the love, life and teachings of Jesus and the Roman Catholic Church.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness - spiritually, morally, emotionally and academically in a happy, secure Catholic Christian environment.

We will always do our best to provide the best possible education for every child.

### Duties & Key Area Responsibilities

- Ensure quality provision for pupils’ spiritual, academic, moral, social and cultural education in line with the distinctive nature, purposes and aims of the school to enable all pupils to reach their full potential.
- To foster the welfare of all assigned pupils in the class, liaising, if in the best interests of pupils or in the meeting of statutory obligations, with the Leader of Learning, other educational professionals in other schools or establishments, medical, social and other support services to ensure that “Every Child Matters”.
- Create and maintain an effective partnership with parents to support and improve pupils’ achievements and personal development and further the distinctive Catholic nature, purposes and aims of the school.



*Achieving together in faith*

**Holy Cross Catholic Multi-Academy Company**

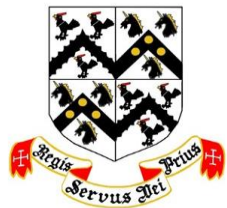
Heathcote Street  
Radford

Coventry CV63BL

HCC MAC is incorporated in England & Wales as a company limited  
by guarantee with registered number: GB12084073

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Headteacher: Mrs Sarah Collins



## Learning and Teaching

- Use of IT in learning activities and develop pupils' competence and independence in its use.
- To liaise with the Leader of Learning, to ensure smooth transition and progression between the year groups before and after the Phase.
- To plan effectively within school frameworks and work closely as a member of the Team.
- To support delivery, recording and analysis of assessment, including SATs (optional and statutory), Profiles, half-termly assessments, tracking of pupils and contribute towards whole school evaluation as a member of the Phase.
- To be accountable for leading, managing and developing a designated curriculum area, subject or pupil development across the curriculum, providing leadership and support for teachers to promote improvement and effectively monitoring the evaluation of provision and outcomes, to ensure good pupil progress.

## Pastoral Care

- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupils self esteem through praise and encouragement, setting challenging and demanding expectations and promote self-esteem and independence.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as directed e.g. Phase meetings, planning meetings, staff meetings.

"Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

All staff are accountable for promoting and safeguarding the safety and welfare of children.

Accountable for: Children in Class group

Accountable to: Phase Leader (Leader of Learning), Headteacher



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