

# English Martyrs Catholic Primary School

## Job Description: Class Teacher

**Job Title: Class Teacher**

**Salary/ Scale: TMS**

**Hours/week: Full time**

### **Job Purpose:**

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive Catholic ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

### **Duties:**

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

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## Person Specification

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
Practising Catholic	D	Application/ Reference/
Qualified teacher status (or NQT status)	E	
Degree or equivalent	E	
CCRS/ CTC or commitment to obtaining the certificate	D	
<b><u>EXPERIENCE</u></b>		
Successful experience as a teacher in primary phase	D	Application/ Letter/ Reference
Successful teaching experience in KS1/KS2	E	
Successful input into delivering extra-curricular clubs	D	
<b><u>KNOWLEDGE</u></b>		
<i>Knowledge :</i> <i>Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to a Catholic Primary education</i>		Application/ letter/ interview/ reference
The distinctive nature of a Catholic school	E	
Current educational issues, including national policies, priorities and legislation	E	
The principles of effective teaching and assessment	E	
Effective teaching and learning strategies	E	
Strategies to promote and sustain individual/team development	E	
Strategies for strengthening the school's links with the wider community	E	
Experience in co-ordinating a subject in a primary school	D	
Effective use of APP	E	

## **PERSONAL & PROFESSIONAL QUALITIES**

*Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:*

Build and maintain effective relationships	E	
Foster an open and fair culture	E	
Manage conflict	E	
Prioritise, plan and organise themselves and others	E	
Think creatively to anticipate and solve problems	E	
Listen to and reflect on feedback	E	
Develop effective teamwork	E	
Demonstrate an ability to communicate to a range of audiences	E	

Applicants should complete the **CES Application Form** and write a covering letter. The letter should be clear, concise and related to this specific post.

Candidates should nominate 2 referees.