



St Mary's
Catholic Primary School



Bishop Chadwick
Catholic Education Trust

Job Description

Post title: Class Teacher
Grade: MPS/UPS
Reports to: Executive Headteacher/ Head of School

Job Purpose

- To support the Catholic ethos of the school and adhere to the school mission statement
- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils.
- To incorporate the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of your class.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children, in line with the Keeping Children Safe in Education Policy.
- To adhere to the SEND Code of Practice.
- Directing and supervising the work of the support staff in the classroom, to ensure that they are progressing the learning of pupils at all times.
- Co-operating and liaising with other professionals, including fellow EYFS, other teaching and support staff and colleagues from external agencies.

Main Duties and Responsibilities

- To teach your designated class according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's tracking systems including teaching to, and administration, of both the Phonic Test and the End of Key Stage 1 and 2 Assessments when necessary.
- To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
- To take over coordination of a subject area and promote development of this area across the whole school.
- To use a variety of delivery methods appropriate to pupils' learning styles.
- To provide a kind, caring and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well-focused teaching, fostering positive relationships and implementing the school's behaviour policy and systems.
- To participate in playground duty, Mass and Collective Worship rotas.
- To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observation or use other approaches, work scrutiny, planning, review etc).
- To communicate effectively with parents and carers of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To successfully work with and deploy support staff when delivering targets within support plans including those with an EHCP (Education Health Care Plan)
- To actively engage in performance management/ appraisal cycle.
- To play a full part in the life of the school community and support extra-curricular opportunities.
- To follow and actively promote the school's policies.
- To comply with the health and safety policy and undertake risk assessments for school trips and events as appropriate.
- To actively pursue own personal and professional development.



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Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BCCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

May 2023



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Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Degree status or Equivalent	D1	Evidence of further professional qualifications
	E2	Qualified teacher status	D2	Evidence of further study in Early Years Specialism
	E3	Evidence of up-to-date training		
Experience	E4	Successful experience of planning and teaching within the primary age range	D3	An understanding of 'The Come and See' RE Programme
	E5	Experience of leading a teaching assistant	D4	Experience teaching in a Catholic school
	E6	Evidence of effective implementation of a child-initiated approach to learning		
	E7	Evidence of highly effective classroom teaching skills		
	E8	Experience of working with children with SEND and supporting children to catch up on key areas of learning		
Skills	E9	Be an excellent classroom practitioner	D5	Evidence of using thinking skills to support learning
	E10	Ability to plan, differentiate and deliver the curriculum effectively and assess pupil work accurately		
	E11	Effective communication and interpersonal skills		
	E12	Effective organisational and time management skills		
	E13	Ability to work effectively with others as part of a team to achieve shared goals		
	E14	Have a wide range of behaviour management skills		
	E15	Ability to use ICT effectively both in classroom practice and for own professional work		



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Knowledge	E16	Knowledge and understanding of the Primary Curriculum and National Strategies		
	E17	Understanding and knowledge of differentiating the curriculum as appropriate		
	E18	A clear understanding of the needs of primary children, including special needs and all other groups		
	E19	Use of assessment for learning to improve standards, including excellent marking		
	E20	Knowledge of adaptive teaching strategies		
Personal Attributes	E21	To create a safe, stimulating learning environment and have an innovative approach to teaching and learning		
	E22	A willingness to use a range of teaching strategies to ensure all pupils achieve their very best		
	E23	Reliability, commitment and positive enthusiasm		
	E24	Ability to work flexibly and respond positively to change		
	E25	Caring attitude to children, parents and colleagues		
	E26	Attend and participate in relevant meeting as required		
	E27	Willingness to commit to the wider school life		
Special Requirements	E28	A commitment to safeguard the welfare of children		
	E29	Compliance with data protection principles		
	E30	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		
	E31	Compliance with health and safety policies, rules and regulations		
	E32	To uphold the Catholic ethos of our schools		