



St. Clare's

**Catholic Primary School**



**Mater Ecclesiae**

Catholic Multi Academy Trust

*'One Family in Christ'*

## **TEACHER PERSON SPECIFICATION & JOB DESCRIPTION**

### **Teacher – Main Pay Scale**

#### **Job purpose**

The Class Teacher will be responsible for the education and welfare of a designated class of pupils in accordance with the requirements of 'Conditions of Employment of School Teachers', having due regard to the requirements of the National Curriculum, the Academy's aims, objectives, schemes of work and policies.

The Class Teacher will be expected to share in the collective responsibility for the well-being and discipline of all pupils.

The post holder will be accountable to the Headteacher and, through them, to the Governing Body, and will carry out the following professional duties in accordance with the Trust's and Academy's policies and procedures under the direction of the Academy's Senior Leadership Team.

#### **Catholic Ethos**

1. Work with the Headteacher and colleagues in creating, embodying and inspiring the Catholic ethos and culture of our school, securing its Mission Statement with all members of the school community.
2. Assist the Headteacher in the leadership of a faith community for whom Christ is the model.

#### **Pupil progress**

1. Identify clear teaching objectives and specifying how they will be taught and assessed.
2. Set appropriate and demanding expectations.
3. Set clear targets, building on prior attainment.
4. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
5. Mark and monitor pupils' work and set targets for progress.
6. 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.

## **Professional practice**

1. Identifying key groups of pupils and ensuring an appropriate level of challenge to support progress.
2. Provide clear structures for lessons maintaining pace, motivation and challenge.
3. Make effective use of assessment and ensure coverage of programmes of study.
4. Ensure effective teaching and best use of available time.
5. Monitor and intervene to ensure sound learning and discipline.
6. Use a variety of responsive teaching methods to:
  - match approach to content, structure information, 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, ICT and other resources.
7. Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
8. Evaluate their own teaching critically to improve effectiveness.
9. Prepare and present informative reports to parents.
10. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.

## **Whole school responsibilities**

1. Be a positive influence on the climate and culture of the Academy and demonstrate a positive, professional attitude at all times.
2. Understand the implications of the Data Protection Act and other relevant legislation to ensure confidentiality of records and information is maintained.
3. Support the Catholic ethos of the Academy.
4. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to a line manager.
5. Be aware of and support difference and ensure equal opportunities for all.
6. Contribute to the overall aims of the Academy.
7. Appreciate and support the role of all professionals who work together in the child's best interests.
8. Attend and participate in team meetings, pupil progress meetings, open evenings and pupil performances.
9. Participate in training and other learning activities and performance development as required.
10. Recognise own strengths and areas of expertise and use these to advise and support others.

## **General**

To be open to working in collaboration with other Mater Ecclesiae Catholic Academies. This could include sharing good practice, engaging in Trust wide communities and supporting colleagues during times of absence and/or heavy workloads

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*

## **Person Specification**

Catholic Life and Mission	Essential	Desirable
Supportive of the Catholic tradition and spiritual ethos of the Academy and the overall Trust	√	
Regularly practises their faith		√
Committed to leading class based Collective Worship	√	
Holds The Catholic Certificate in Religious Studies (CCRS) or a commitment to obtaining it	√	
Professional Values and Practice		
Holds Qualified Teacher Status	√	
Has high expectations of all pupils and a commitment to raising their educational achievement	√	
Treats pupils consistently, with concern for development	√	
Demonstrates and promotes positive values, attitudes and behaviour	√	
Understands the contribution of support staff and other professionals	√	
Promotes equal opportunities	√	
Committed to Continuing Professional Development	√	
Willing and able to contribute to and share in the life of the Academy	√	
Knowledge and Understanding		
Demonstrates secure knowledge and understanding of safeguarding	√	
Demonstrates secure knowledge and understanding of their own specialist subject	√	
Is willing to undertake the leadership of an agreed subject or area of the curriculum	√	
Knows and understands relevant National Curriculum Programmes of Study	√	
Is aware of the requirements for the current and next Key Stages	√	
Effectively uses ICT for teaching and to support a wider professional role	√	
Understands the teacher's responsibilities under the SEN Code of Practice	√	

Effectively uses a range of strategies to promote good behaviour and a purposeful learning environment	√	
<b>Teaching</b>		
Sets challenging teaching and learning objectives relevant to all pupils in their classes	√	
Uses these objectives to plan lessons and sequences of lessons showing how they will assess	√	
Takes account of and supports pupils' varying needs	√	
Selects and prepares resources and plans for their organisation	√	
Takes part in and contributes to teaching teams	√	
Organises and manages teaching and learning time effectively	√	
Organises and manages physical space, tools, materials, texts, resources safely and effectively	√	
Uses a range of monitoring and assessment strategies and uses this information to improve own planning and to adapt teaching	√	
Identifies and supports the more able, those failing to achieve potential and those with behavioural, emotional and social difficulties	√	
With support, identifies levels of attainment and supports EAL students	√	
Records progress and achievements systematically	√	
Uses records as the basis for reporting orally and in writing for parents, carers, other professionals and pupils	√	
Establishes a purposeful learning environment where diversity is valued and where students feel secure and confident	√	
Teaches clearly structured lessons which interest and motivate and promote active and independent learning	√	
Differentiates to meet pupils' needs, including more able, Pupil Premium and those with SEND	√	
Takes account of different interests, experiences, achievements of boys and girls, and pupils from different cultural and ethnic groups	√	
<b>Extra-Curricular</b>		
Willingness to support residential educational visits		√
Willingness to organise and support extra-curricular activities		√
<b>Application</b>		
Clear and coherent completion of application form	√	
Supporting statement which addresses the job description and application requirements	√	
Effective verbal communication skills	√	
Supportive references	√	
Meets safeguarding requirements	√	