



ST JOSEPH'S CATHOLIC SCHOOL

Job Description: CLASS TEACHER

This job description is not an exclusive list of all functions to be undertaken. It does not specify all duties / functions to be carried out in school. The main purpose of this document is to define responsibilities more clearly. This job description is not fixed for all time but must be seen as a professional development tool with sufficient flexibility to change as needs arise.

All the staff at St Joseph's are part of the Church's wider mission of Evangelisation. To accept this job at St. Joseph's is to accept this commitment.

Teachers are employees of the governing body and are required to carry out professional duties in accordance with the legal requirements of Catholic Voluntary Aided Schools and to carry out the duties set out in the School Teachers' Pay and Conditions Document.

Main Duties:

- 1 To teach an assigned class according to the pupils' individual needs, including the planning and preparation of relevant activities and marking of work, in line with all school policies and the requirements of the National Curriculum.
- 2 To be responsible for the spiritual, social and moral development of the children and show concern for their health and safety, creating an atmosphere where bullying of any form is not tolerated.
- 3 To be responsible for the academic progress of all pupils helping them to fulfil their potential for success.
- 4 To be responsible for maintaining a stimulating classroom environment that allows for appropriate learning opportunities, where resources are well organised and children's work is effectively displayed.
- 5 To be responsible for assessing, recording and reporting on the development, progress and attainment of pupils including communicating and consulting with parents/carers and relevant bodies.
- 6 To establish and monitor high standards of behaviour within the class to help children develop into independent learners.

- 7 To review and evaluated methods of teaching and programmes of work and participate in further training and professional development as a teacher.
- 8 To participate in the school's pattern of staff meetings contributing to the formation, implementation, evaluation and review of school policies relating to the curriculum and pastoral functions of the school, and attend additional meetings as necessary.
- 9 To carry out duties that form part of the school's daily organisation including registering the attendance of pupils and undertaking their supervision as required.
- 10 To be responsible for a defined curriculum area or school function, which will be specified on an individual job description and work according to the priorities stated on the School Development Plan/ Single Plan.
- 11 To co-operate and work professionally with colleagues, parents and the community, and co-ordinate the work of teaching assistants working with individuals or groups in the class.
- 12 To undertake such duties as the Head shall reasonably request and be willing to ask her help and advice when necessary.



PERSON SPECIFICATION

JOB TITLE: Class Teacher primarily for EYFS
GRADE: Teachers Main Scale
SECTION: St Joseph's Catholic Primary School

Knowledge, Experience and Skills

Essential

To have Qualified Teacher status

To have a commitment to the vision and aims of St Joseph's Catholic School. Including the Catholic ethos.

To understand the key characteristics of effective teaching and learning.

To have a working knowledge of The Early Years Curriculum; including early reading and phonics skills.

To be enthusiastic, innovative, creative and dynamic in developing a curriculum that meets the needs of all children.

To facilitate, support and monitor the overall progress, attainment and development of all pupils within EYFS including SEND.

To have high interpersonal skills and confidence to work with staff, children, parents and outside agencies.

To have a high level of professionalism and commitment to children, ensuring they make excellent progress across the seven areas of learning.

To demonstrate flexibility and willingness to contribute to whole school initiatives, including extra-curricular activities.

To have a commitment to continued professional development.

To lead, manage and motivate other adults working within the Foundation Stage to ensure high levels of engagement when working with children.

To have a proven track record of excellence in teaching and learning and behaviour management.

To be committed to safeguarding and promoting the welfare of children and young people.

To have evidence of excellent and recent classroom practice demonstrating commitment to both the academic and pastoral welfare of pupils

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duty or the level of responsibility entailed. Such variations may occur and cannot of themselves justify a reconsideration of the grading of the post
Reviewed May 2015

A commitment to inclusion, safeguarding and equal opportunities of all pupils

To create an ethos of eagerness in their class ensuring children love learning and are motivated and confident and constantly prepared to reflect and improve;

Desirable

To have had recent and relevant experience, knowledge and understanding of the Early Years Foundation Stage curriculum and the key characteristics of effective teaching and learning.

To have excellent knowledge of the EYFS curriculum in order to provide exciting contexts through which children can learn and deepen their understanding;

To be confident in using IT and media to support your work and the children's learning.

To take on a subject leader role in one curriculum area (not applicable in NQT year)