

## THE DUNSTAN CATHOLIC EDUCATIONAL TRUST

C/O St Joseph's Catholic  
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### Job Description

**Job Title:** Class Teacher

**Reports to:** Headteacher

#### Main Job Purpose:

To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school. To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher.

#### Main Responsibilities and Duties:

##### Your main professional duties are to:

- Promote and support the Catholic ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year;
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement, the Governors' Curriculum Statement and the School Improvement Plan;
- Teach the class assigned to you according to the pupils' differing educational needs in accordance with the teaching styles agreed by the school, and promote the general progress and well being of the children;
- Plan and prepare lessons appropriate to the age of the pupils and covering the range of subjects required by the Curriculum of the school, as laid down by the Governors;
- Liaise with the SENCo in supporting the needs of SEND children;
- Keep records of planned work in accordance with the methods laid down by the Headteacher and agreed with the teaching staff of the school;
- Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress;
- Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils;
- Make assessments of individual pupil progress in RE, the core and foundation subject areas and keep all required records in the agreed format;
- Provide written reports for parents at the end of the school year, to include academic achievement and progress in all subject areas, as well as personal and social qualities and needs;
- Evaluate their own teaching and use this analysis to identify effective practice and areas for improvement;
- 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;
- To assume the responsibility as Subject leader / co-ordinator for an area / areas of the curriculum ensuring strategic direction and development of the subject within the school (unless ECT);
- Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with statutory requirements to meet threshold standards. In particular, teachers at UP3 will:
  - Provide a role model for professional practice in the school
  - Make a distinctive contribution compared with other teachers
  - Contribute effectively to the wider team.

#### **Accountable for:**

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

#### **Authority to:**

- Implement rewards and sanctions within the school policies and procedures.
- Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

#### **Child Protection:**

- The school takes the safety and wellbeing of children seriously. All staff are expected to follow the school's Child Protection Procedures.

#### **Entitlements:**

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually)
- Annual Review of Job Description in consultation with teacher

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines.

In addition to this, teachers undertake to develop the children in the understanding and knowledge of their faith.

In all the undertakings, the Mission Statement of the school should remain central

## Class Teacher Person Specification

	Essential	Desirable
<b>Professional Qualifications</b>	Qualified teacher status	Catholic Certificate in Religious Studies or a wish to obtain it
<b>Teaching Experience and competencies for experienced teachers</b>	<p>Recent and successful experience in primary teaching</p> <p>Effective behaviour management</p> <p>Thorough understanding of the National Curriculum</p> <p>Able to plan and teach a wide spread of ability (including SEN)</p> <p>Able to assess pupils attainment and progress accurately</p> <p>Values parental involvement</p> <p>Provides a well organised and stimulating learning environment</p> <p>An understanding of the new Code of Practice for SEN</p> <p>Has high expectations</p> <p>Highly self-motivated</p> <p>An understanding and commitment to safeguarding children</p> <p>Understanding of statutory assessments for KS2</p>	<p>Experience as a Subject Leader (for ECTs – enthusiasm to take on subject leadership in second year of teaching)</p> <p>Evidence of recent training</p> <p>Willingness to offer after school activities</p> <p>Ability to use and experience of using a themed approach, skills based curriculum</p>
<b>Personal Qualities</b>	<p>Sympathetic to and supportive of our strong Catholic ethos</p> <p>High level of enthusiasm and commitment</p> <p>Can communicate effectively both orally and in writing</p> <p>Ability to reflect and improve upon own practice and the value of CPD</p>	<p>Manages own workload to allow: Appropriate work – life balance Enthusiasm, motivation and commitment</p> <p>Have a knowledge and understanding of the strategies to develop links between schools, especially partner schools.</p>

	<p>Consistently reflects the highest levels of professionalism as a role model and upholds and demonstrates our Catholic values and ethos at all times.</p> <p>Work with colleagues to improve practice</p> <p>Establish and develop close relationships with parents, governors and the community</p>	
<b>Equal Opportunities</b>	<p>Must show understanding of equal opportunities, principles and practices and willingness to promote these issues regarding:</p> <ul style="list-style-type: none"> <li>Gender</li> <li>Race</li> <li>Disability</li> <li>Socio-economic background</li> </ul>	

