**Job Description**

The Cathedral School of St Peter and St John RC Primary



**Class Teacher - KS2**

Professional duties

***Planning, teaching and classroom management***

* Have due regard to the teachings of the Catholic faith and a commitment to participate fully in all aspects of the faith in the school and parish
* Take into account school, local and national priorities
* Have regard to the curriculum of the school and with a view to promoting the development of the abilities and aptitudes of the children in any class assigned to him/her
* Liaise with colleagues and to ensure learning and teaching is well planned and the highest quality standards are achieved
* Ensure best use of available time
* Identify clear teaching objectives and specifying how they will be taught and assessed
* Ensure there is a clear focus on the development of pupils’ literacy and numeracy skills
* Provide clear structures for lessons: maintaining pace, motivation and challenge
* Make effective use of assessment and ensure coverage the curriculum
* Monitor and intervene to ensure sound learning and discipline
* Evaluate own teaching critically to improve effectiveness
* Use a variety of teaching and learning strategies which involve planned adult intervention, experiential learning, problem solving, active participation, structure and spontaneous play opportunities
* Endeavor to give every child the opportunity to reach their potential and meet high expectations
* Setting clear targets, building on prior attainment
* Set tasks which challenge pupils and ensure high levels of interest
* Set appropriate and demanding expectations of learning and behaviour
* Employ effective behaviour management techniques
* Identify ALN, including more able pupils
* Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
* Embrace use digital technologies to enhance learning and teaching
* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the area of learning/subject
* Develop pupils’ thinking, independence and lifelong learning skills
* Use indoor and outdoor environments to support and enhance learning
* Value and encourage ‘pupil voice’ to develop pupils’ natural curiosity
* Manage learning support assistants and other adults in the classroom
* Safeguard pupils’ health and safety and welfare both in school and on educational visits or other authorised school activities

***Monitoring, Assessment, Recording and Reporting***

* Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
* Mark and monitor pupils’ work, and set targets for progress in line with school policies
* 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
* Consult with parents when necessary
* Participate in review meetings for pupils on the SEN Register
* Keep attendance records and records of pupil progress in line with school policies
* Participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations, conducting such examination and recording and reporting such assessments

***Other professional requirements***

* Having a working knowledge of teacher’s professional duties and legal liabilities
* Operate at all times within the stated policies and practices of the school
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct
* Take responsibility for their own professional development and duties in relation to school policies and practices
* Participate in arrangements made for Performance Management/Induction in the school
* Ensure that targets set at appraisal and action plans prepared are implemented
* Attend and participate in meetings and events related to school improvement and professional development, e.g. staff meetings, governors’ meetings, training course, conferences, professional learning communities, etc.
* Cooperate with staff and governors in formulating and implementing school improvement documents and policies
* Contribute to the liturgical life of the school through leading and participating in liturgies, Masses, worship and assemblies, etc.
* Coordinate given areas/subjects; have expertise and advise and support colleagues
* Contribute to the corporate life of school through effective participation in meetings and management system necessary to coordinate the management of the school
* Promote the general progress of children and well-being of all children in the school
* Communicate and cooperate with parents of children, governors, persons or bodies outside the school
* Contribute to the wider life of the school through the extra-curricular activities and community events
* Participate in administrative and organisational tasks related to such duties as described, including the direction or supervision of persons providing support for the teachers in the school
* Supervise children at other times, e.g. playground

***Qualifications and Experience:***

Qualified Teacher Status

***Supervisory Responsibilities:***

Teaching Assistants, Students, Work Experience as appropriate

***Supervision Received:***

SLT

***Principal Contacts:***

Headteacher/Deputy Head Teacher

***Special Conditions:***

None

***Disclosure and Barring Service Checks apply (formerly known as Criminal Records Bureau Disclosures)***

This post will result in having substantial contact with children, the elderly, the sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant sections on the application form – your application will be returned if this section is not complete. If successful in your application you will be subject to Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Checks and the approach to recruiting ex- offenders should follow the application from, if not contact the response named in the advertisement.

**Teacher Person Specification**



**The Cathedral School of St Peter and St John RC Primary**

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| --- | --- | --- |
| Requirement | Essential / Desirable | Source |
| ***Training and Qualifications*** | | |
| Qualified Teacher Status | E | A |
| Completion of CCRS | D | A |
| Recent participation in relevant INSET | D | A |
| ***Faith Commitment*** | | |
| Practising Catholic | D | AIR |
| Sound understanding of distinctive nature of Catholic School | E | AIR |
| Supportive of the Catholic ethos of the school | E | AIR |
| ***Experience*** | | |
| Excellent classroom practitioner | E | A |
| Recent experience in Catholic School | D | A |
| ***Aptitudes and Skills*** | | |
| Ability to excite, challenge and empower children | E | AIR |
| High expectations of learning and behaviour | E | AIR |
| Implements excellent behaviour and discipline strategies | E | IR |
| Ability to develop higher order thinking and enquiry | E | AI |
| Skilled, confident and enthusiastic user of digital technologies | E | AIR |
| Ability to teach Welsh (second language) | E | AI |
| Ability to lead and coordinate a curriculum area/subject | E | AR |
| Creative, flexible and adaptable | E | A |
| ***Personal skills/abilities/attendance*** | | |
| Very good attendance record | E | R |
| Excellent verbal and written communication skills | E | AIR |
| Stamina and resilience | E | R |
| Highly motivated and enthusiastic | E | AI |
| Excellent organisational skills and time management | E | AI |
| Embraces change and strives to be innovative | E | AI |
| Ability to work effectively as part of a team | E | IR |
| Willing to participate in liturgical and wider life of the school | E | AIR |
| Ability to play a musical instrument | D | AI |
| Willing to lead an extra-curricular activity | D | AI |
| ***Safeguarding and Equal Opportunities*** | | |
| Commitment to safeguarding and promoting the welfare of children | E | AI |
| Understands and demonstrates willingness to promote positively the Equal Opportunities Policies of the Vale of the Archdiocese of Salford | E | I |

A= Application Form / I = Interview / R = Reference