



Class Teacher

MPS

Job Description & Person Specification

**EMMAUS**  
CATHOLIC MAC  
Our journey with Christ

## **Job Description for Class Teacher**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS

**Line Manager:** Principal

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To work under the guidance of the School Principal and SLT. To carry out the duties of a teacher as set out in the **current Teachers' Standards Document**.

The post holder has responsibility to ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the national curriculum.

Job Purpose:

- Responsibility for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.
- To provide a nurturing classroom and MAC environment that helps pupils to develop as learners.
- To help to maintain the high expectations of discipline amongst pupils, in accordance with the school's behaviour policy.
- To contribute to the effective working of the MAC.
- Facilitating and encouraging learning experiences which provide pupils with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'together we grow and learn, knowing that God is with us in all we do'

This role should be undertaken in accordance with national and local guidance in relation to the role.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

Fulltime / Permanent

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the [Teacher Standards](#) as part of the appraisal process as relevant to their role in the school.

#### **Teaching and Learning**

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.

- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on this demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions.

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations.

### **Other Duties**

- Actively promote the phase within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Create a safe, welcoming environment and take care of the classroom accommodation.
- Ensure resources used are diverse, inclusive and accessible.

- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC, both inside and outside the classroom.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

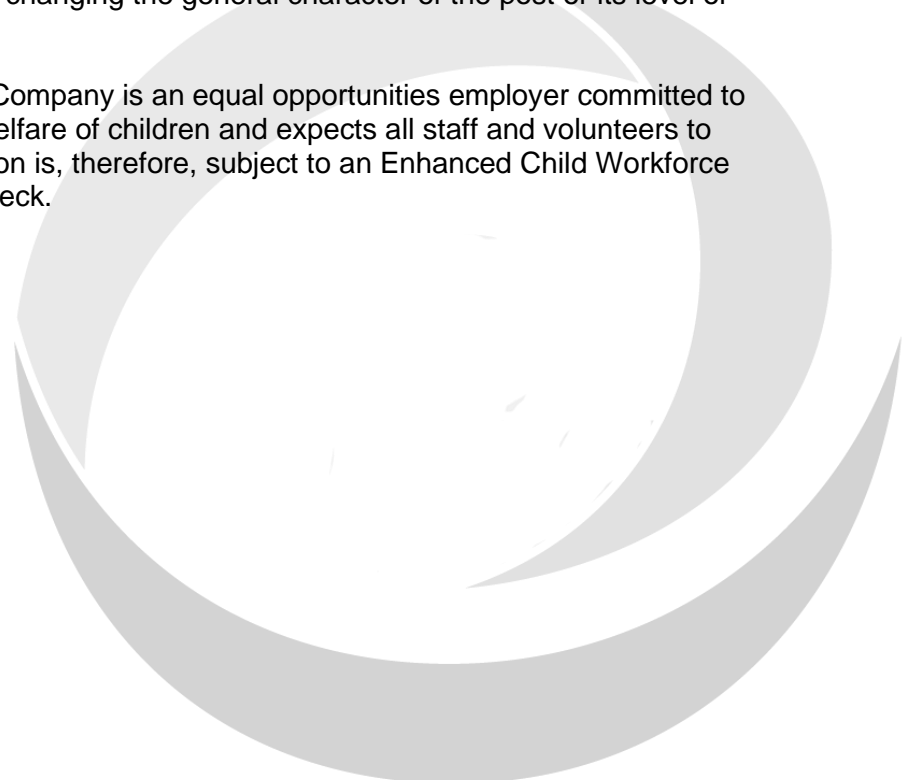
The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Teacher**

Task	Essential	Desirable	Application	Interview
<b>Qualifications and Training</b>				
Qualified Teacher Status	✓			
Degree level qualifications in specialist subject.	✓			
Evidence of appropriate professional development commensurate with the role applied for.	✓			
Additional professional and/or academic qualifications. E.g CCRS Qualification		✓		
<b>Knowledge and Experience</b>				
Proven track record of successful teaching across Key stages and a range of year groups desirable.	✓			
Experience of working with parents and community members.	✓			
Evidence of good progress for students taught.	✓			
A thorough knowledge of the theory and practice of effective pedagogy.	✓			
Thorough knowledge of curriculum planning and delivery in .	✓			
Understanding of the principles of child development and learning processes.	✓			
Understanding of best practice in the effective use of pupil and staff support strategies available		✓		
Evidence of ability to lead and manage change effectively.	✓			
An ability to instil confidence in others.	✓			
Evidence of ability to effectively use data to raise standards / analyse impact.	✓			
<b>Personal Qualities and Attributes</b>				
Excellent standards of personal Presentation.	✓			
A strong and credible presence –	✓			

personal profile.				
A “no excuses” disposition towards Performance.	✓			
Excellent written and spoken English and high standard of numeracy.	✓			
An ability to adapt information for communication to a range of audiences.	✓			
Strengths in communicating with colleagues, individually or in groups.	✓			
A Knowledge of Equality & Diversity issues.	✓			
Genuine passion and belief in the potential of every student	✓			
A commitment to the principles of professional confidentiality.	✓			
To comply with the Schools commitment to the protection and safeguarding of children.	✓			
Ability to relate well to children and adults.	✓			

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

