



Primary Class Teacher Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Class Teacher

Grade: Emmaus Catholic MAC Pay Scales

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers Pay and Conditions Document.

To continue to meet the required standards for Qualified Teacher Status as set out in the Teaching Standards document.

The post holder may be required to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility.

SPCIFIC RESPONSIBILITIES

DUTY HOURS

Full time/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.

KNOWLEDGE AND UNDERSTANDING

- Have excellent knowledge of and keep up to date with the National Curriculum and the agreed Catholic Syllabus for Religious Education.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Select and make good use of technical skills for classroom and management support.
- To ensure that the School's aims and objectives are promoted at all times in relation to the Curriculum, Health and Safety, Equal Opportunities and Child Protection Policies.
- Understand and know how comparative national, local and School data including National Curriculum test data, can be used to set clear targets for pupils' achievement.

PLANNING, TEACHING AND CLASS MANAGEMENT

- Plan and deliver the teaching programme for all pupils within the class in relation to the National Curriculum and agreed Catholic Syllabus for Religious Education with regard for the School's vision statement, own policies and schemes of work.
- Ensure effective quality first teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.

- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- To ensure early identification of SEND needs.
- To foster each child's self-image, esteem and spirituality, through relationships which are based on the Gospel values and Christ at the Centre.
- Be familiar with the Code of Practice, identification and assessment of children with special educational needs and disability (including EAL) in order to make appropriate educational provision for the children.
- To create a secure, happy and stimulating classroom environment with resources, equipment and materials that are properly cared for, easily accessible and encourage children to become more responsible for their own learning.
- To take responsibility for the management of other adults in the classroom.
- Evaluate your own teaching critically to improve effectiveness.

MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY

- Assess and record each pupil's progress systematically with reference to the School's current practice, including the progress of each child and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Provide reports on individual progress to the Principal and parents as required.

SUBJECT LEADERSHIP AND CO-ORDINATION

With the support of, and under the direction of, the Principal and Senior Management Team to

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives
- develop plans for the subject(s) which identify clear targets, time scales and success criteria for its development and/or maintenance in line with the school development plan
- display a developing and professional knowledge base together with the ability to identify the key implications for subject development
- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement and take appropriate action to improve further the quality of teaching
- ensure that the Principal, Senior Leaders and Governors are well informed about policies, plans, priorities and targets for the subject
- Maintain efficient and effective management and organisation of learning resources related to subject

OTHER PROFESSIONAL REQUIREMENTS

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect to the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

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.

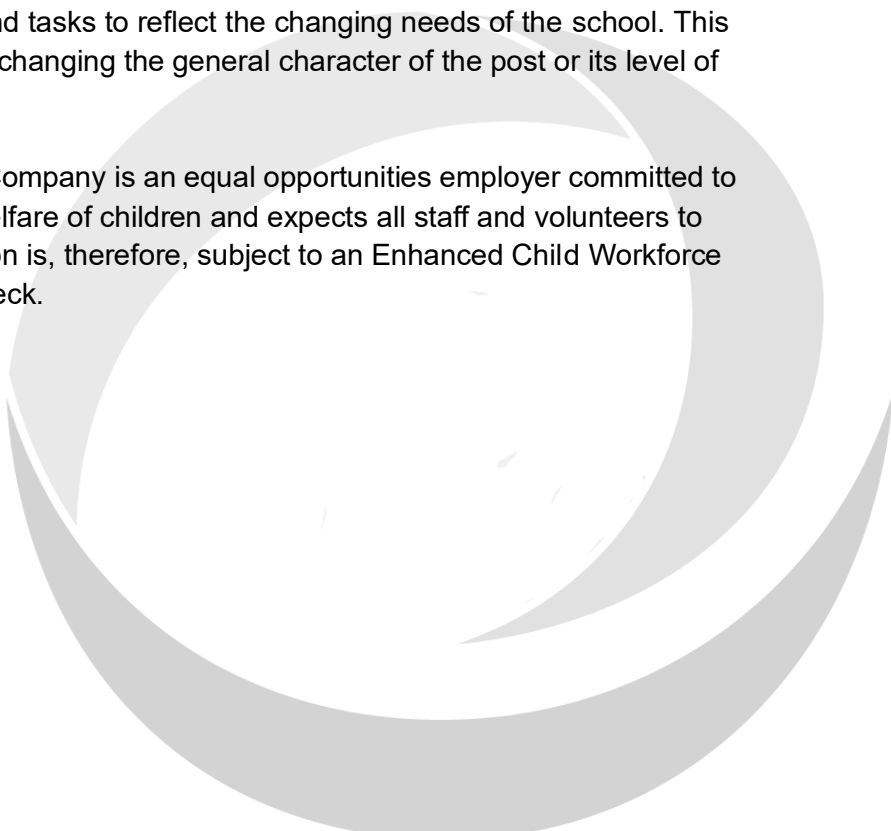
The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

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

Task	Essential	Desirable
Faith Commitment/Catholicity		
A willingness to fully support the Catholic faith and ethos of the school	✓	
A committed practising Catholic		✓
Qualifications and Training		
Qualified Teacher Status	✓	
Evidence of continuous INSET and commitment to further professional development		✓
Experience		
Experience or teaching practice experience of teaching at Key Stage 1 and/or 2	✓	
Experience of teaching phonics		✓
Experience of teaching across the whole Primary age range		✓
Experience of working with parents and community members.		✓
Successful experience in a middle leadership role in the primary phase.		✓
Evidence of successful leadership of teaching, monitoring and observation, to improve pupil outcomes and ensure high quality provision		✓
Experience of curriculum development across the primary phase		✓
Experience of building, motivating and leading staff teams, respecting contributions and feedback in order to secure the best possible outcomes for pupils		✓
Knowledge and understanding		
Knowledge and understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓	
Knowledge and understanding of statutory National Curriculum requirements at the appropriate key stage, including the teaching of phonics	✓	
Knowledge and understanding of the monitoring, assessment, recording and reporting of pupils' progress	✓	
Knowledge and understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection	✓	
Knowledge and understanding of the positive links necessary within school and with all its stakeholders	✓	
Knowledge and understanding of effective teaching and learning styles	✓	

Knowledge and understanding of teaching in a faith school		✓
Knowledge and understanding of phonics		✓
Knowledge and understanding of specific subject of a National Curriculum area or RE in a Catholic school, which they have led as the Co-ordinator.		✓
Skills		
The Class teacher will be able to promote the school's aims positively, support the Catholic ethos and use effective strategies to monitor motivation and morale	✓	
The Class teacher will be able to develop good personal relationships within a team	✓	
The Class teacher will be able to establish and develop close relationships with parents, governors and the community	✓	
The Class teacher will be able to communicate effectively (both orally and in writing) to a variety of audiences; create a happy, challenging and effective learning environment.	✓	
In addition, the Class teacher might also be able to develop strategies for creating community links		✓
Personal Qualities and Attributes		
Approachable	✓	
Committed	✓	
Empathetic	✓	
Enthusiastic	✓	
Organised	✓	
Patient	✓	
Resourceful	✓	
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	✓	

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.

Online searches will be carried out for all candidates that are successfully shortlisted.