



**ST. ELIZABETH'S CATHOLIC PRIMARY SCHOOL  
A VOLUNTARY ACADEMY**

**MAIN SCALE TEACHER**

**JOB DESCRIPTION**

The Local Governing Body of St. Elizabeth's Catholic Primary School sets this job description within the context of the Mission Statement.

The Job description should be read alongside the range of professional duties of Teachers set out in Part 7 of the Teachers' Pay and Conditions Document, sections 48-49. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

**Responsible to:**

The Headteacher or in her absence the Deputy Headteacher

**Purpose**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To support a designated curriculum area throughout the school as agreed.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident to fulfil their individual potential.
- To share in the development of the school curriculum, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

**Teaching and Class Management**

- To teach pupils in their class according to their educational needs, including the setting and marking of work carried out in school and work set as homework.
- To have high expectations of pupils and build successful relationships centred on teaching and learning.

- To teach clearly structured lessons or sequences of work which interest and motivate pupils, making learning objectives clear, employ interactive teaching methods and collaborative group work.
- To involve pupils in reflecting on, evaluating and improving their own performance and progress.
- To organise and manage teaching and learning time effectively.
- To use a variety of teaching methods appropriate to the differing learning styles and the varying demands of curriculum.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To set clear targets for pupils' learning, building on prior attainment and ensuring pupils are aware of these targets and know how to improve their work.
- To use ICT effectively in delivery of teaching and learning.

### **General Requirements**

- To support and adhere to the school's quality assurance procedures.
- To work as a team member and contribute positively to effective working relationships within the school.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of pupils, after consultation with appropriate staff.
- To actively engage in Performance Management
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.

### **Subject Coordinator/School Coordination Role (non NQT)**

*A teacher working for a term or less would not be expected to take on a subject or whole-school coordination responsibility, nor would a NQT. However, should a colleague be able to offer input into the curriculum this would be welcomed.*

**To whom the Subject Coordinator/Subject Coordinator (post holder) reports:**

**The post holder is responsible to:**

- The Head teacher and the Local Governing Body of the school
- The relevant member of the school leadership group in respect of curriculum and pastoral matter

The post holder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school.

### **Subject Coordinator/School Coordinator Job Purpose (non NQT)**

- To lead staff to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- To liaise effectively with the senior leadership team to ensure consistency of approach in teaching and learning in your subject across the school.
- To contribute to, and promote, the vision, culture and ethos of the school within your subject.
- To be accountable for identified subject coordination/whole-school coordination role.

### **Subject Coordinator/School Coordinator Key Responsibilities:**

**In addition to your responsibilities outlined in the class teacher job description above, within your core curriculum area/whole school area of coordination, you will also:**

- Keep abreast of curriculum developments through personal research, CPD, INSET etc. ensuring you disseminate, support and monitor best practice across the school as required/requested.
- Develop personally and professionally through reflection and development of own practice through professional development and own reading, keeping abreast of new initiatives.
- Ensure legal compliance with statutory curriculum guidance in the above subjects.
- Ensure 'Best Value' in the procurement of curriculum resources in the subject areas detailed above.
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed (if UPR teacher).
- Monitor and evaluate the quality of teaching and learning, using a variety of appropriate methods including data analysis, observing lessons, monitoring plans, work sampling and pupil voice.
- Establish staff and resource needs and make appropriate recommendations to the Head teacher for expenditure.
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress curriculum action plans.
- Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained.
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Provide an excellent role model for pupils and for staff by classroom practice that sets a standard for other teachers to emulate.
- Lead high quality CPD (as required and requested) that will inspire colleagues and providing information and advice that supports them in further developing their teaching skills and strategies to ensure children enjoy consistently high learning experiences.
- To support colleagues to create a stimulating environment for learning reflecting the identified subject responsibility.
- Continue and lead on specific areas of the School Improvement Plan (as appropriate to your subject/curriculum responsibility).
- Network and liaise with colleagues in other schools, where possible, to ensure equity and continuity.

#### **Other Duties**

- To play a full part in the life of the school community, and support the Catholic ethos.
- To follow and actively promote the school's policies.
- To comply with health and safety policy
- To actively pursue own professional development.
- To undertake other reasonable tasks commensurate with the grading and the level of responsibilities of the post.



## Class Teacher Person Specification

Area	Essential	Desirable
<b>1. SKILLS, KNOWLEDGE, APTITUDE</b>	<ul style="list-style-type: none"> <li>• An excellent understanding of how children develop and learn</li> <li>• Evidence of outstanding practice</li> <li>• An excellent knowledge of the National Curriculum, statutory and non-statutory assessment, recording and reporting requirements</li> <li>• Proven ability and commitment to raising standards of attainment and achievement</li> <li>• Excellent classroom management and discipline and knowledge of pupil welfare requirements</li> <li>• Ability to plan, record and assess for children’s progress in a variety of ways</li> <li>• Effective ICT skills to support teaching and administration</li> <li>• Ability to design, implement and evaluate an exciting, relevant and appropriate curriculum</li> <li>• Skilled in using Assessment for Learning techniques</li> <li>• Working knowledge of Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Understanding of links with other supporting agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in the teaching of reading and phonics</li> </ul>
<b>2. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• CCRS or commitment to obtaining the certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Recent relevant CPD</li> </ul>
<b>3. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Able to work collaboratively</li> <li>• Co-ordinating the work of support staff</li> <li>• Planning and teaching in a creative way</li> <li>• Using assessment data</li> <li>• Working with children who have additional educational needs</li> </ul>	
<b>4. DISPOSITION &amp; SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Commitment to support the Catholic ethos of the school</li> <li>• Be an active member of the teaching team with a commitment to mutual support</li> <li>• Excellent communication skills, both oral and written</li> <li>• Highly effective organisational and co-operation skills</li> <li>• Energetic, honest, reliable, flexible, committed, well-motivated and enthusiastic</li> <li>• Commitment to equal opportunities and inclusion</li> <li>• Ability to create and maintain a learning environment which is creative and inspiring for the pupils</li> <li>• Have a “can do” attitude, sense of humour, willingness to learn and be approachable</li> <li>• Commitment to professional development</li> <li>• Ability to work with parents and the community</li> <li>• A caring manner which brings about respect and gives a sense of security for the children</li> <li>• Have a positive attitude to behaviour management</li> <li>• Value all children as individuals and be committed to developing them to be the best they can be</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to implement new initiatives and evaluate their effectiveness</li> </ul>