



St Pius X Catholic Preparatory School and Nursery

Class Teacher - Job Description

School	St Pius X Catholic Preparatory School
Post:	KS1 Teacher
Job Purpose:	To teach and enrich the lives of children in school
Pay Range:	Based on Main Teacher Scales and experience
Duration:	Permanent Full Time
Hours:	
Reporting to:	Headmaster

St Pius X Catholic Preparatory School and Nursery is committed to providing the highest standards of teaching and care for pupils and affording children opportunities to achieve their best possible academic, personal and spiritual outcomes. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare. We want the best for our children, and we want the best for the people who work for us.

Job objectives:

To ensure your area of the curriculum is delivered with real enthusiasm, skill and passion and that a wide variety of activities are offered to both boys and girls throughout the School. A further objective is to ensure that a range of opportunities are offered to add further breadth and enrichment to our provision.

Teachers need to play a major role in the life of the school as the specialist practitioner who can lead and develop colleagues and pupils, ensuring high standards so that the school can be seen to deliver its mission statement.

Key Roles:

- To inspire, teach and develop excellent practice at St Pius X Prep School
- To ensure suitable, appropriate and challenging delivery from through your Key Stage
- To make your subject is fun, exciting, engaging and fully inclusive
- To supports colleague, share best practice and foster a team ethic.
- Show initiative, be brave and bring out the best and the potential in everyone.

Main duties and responsibilities

- To be responsible for the education of all the children in your care.
- To teach the primary curriculum (dove-tailing key transitional points)
- To assess record and report the development, progress and attainment of pupils. Monitor children's progress through tracking of results and following through with learning support where necessary.
- Make effective use of relevant class-based pupil assessment data to inform future teaching and to promote more effective differentiation in lessons and homework.
- Work closely with the Head of Learning Support to ensure that the needs of all children are fully met

- To take responsibility for progress of any class or subject you teach, organizing the classroom and learning resources to create a stimulating learning environment

- To plan, prepare and deliver lessons that cater for the needs of the whole ability range within your class or set and differentiate the curriculum accordingly – Identify clear teaching objectives & learning outcomes with appropriate challenges and high expectations.

- To ensure the matching of learning tasks to children's needs. e.g. accommodate children's preferred learning styles. i.e. visual, auditory and kinaesthetic

- To motivate pupils with enthusiastic, imaginative and creative lessons

- Evaluate pupils' progress, achievement and attainment, and report to subject co-ordinator, head of department or head of school

- Co-ordinate activities and resources within a specific area of the curriculum –supporting colleagues in the delivery of this specialist area.

- Stay up to date with changes and development in your subjects and teaching

- Take responsibility for the pastoral care, physical safety and welfare and discipline of pupils in your class/set

- Implement the schools Behaviour Management Policy set by the school

- To attend and contribute to meetings, discussions informal and formal linked to specific issues of the work of the school as a whole

- To communicate and consult with parents of pupils formally and informally as necessary and attend Parents' Evenings as part of the School's Reporting Process.

- To recognise Health & Safety as a responsibility of every employee & to take reasonable care of self and others and to comply with the schools Health & Safety policy and any school-specific procedures/rules that apply to this role

- To Undertake duties as a class teacher within the school and undertake any other duties which may, from time to time, be reasonably required as deemed necessary by the Head.

Specific Tasks: Current Specific Tasks for postholder (Teaching and learning)

INSERT here tasks roles dates and responsibilities carried out or required of this post (as they evolve). Ideally an addendum as it varies and grows with annual review and circumstances of teaching requirements. E.g. Class or Year groups will vary.

Plan and teach according to the educational need of the pupils in the class

Work in partnership with other teachers in order to maintain a consistency in planning practice and record keeping

Set and mark work in detail carried out by the pupils on a daily basis

Keep detailed records of class work, plans and individual pupil development and progress in line with the school's Assessment, Reporting and Recording Policy (use of KLIPS and EEE trackers)

Work as part of a team offering support and guidance to other staff members in the delivery of the curriculum

Foster and maintain strong links with parents and carers and to be available for consultation at mutually acceptable times

Provide or contribute to oral and written assessments, report and references relating to individual pupils and groups of pupils

Promote the general progress and well-being of pupils within the class

Maintain and develop teaching resources

Be aware of current policy, practice and thinking on quality Primary Education, actively seeking and promoting information to other staff/team members

Training & development of self and others

- Regularly review own practice, set personal targets and take responsibility for own development
- Liaise with Learning Support staff to ensure effective continuity of care and provision
- Participate in the school's Performance Management scheme as required.
- Report directly, both formally and informally, to the Headmaster.

Management of resources

- Ensure that appropriate, well-maintained resources are available within the school and identify future resource needs and aspirations for consideration in the budget planning process.
- Assist and advise TAs, Volunteers and TP Students accordingly.
- Ensure that that school property is well maintained and ready for use prior to the start of each term

Monitoring, evaluation & assessment

- Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to ensure that curriculum provision is relevant and appropriate.
- Carry out the assessment, recording and reporting of the development, progress and attainment of pupils. Monitor children's progress through tracking of results and following through with learning support where necessary.
- Ensure that the school is appropriately prepared for inspection
- Maintain appropriate record keeping measures and ways of reporting to parents. Write formal reports when needed per year group.
- Provide when required, detailed reports to the Leadership Team

In addition, all staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to annual review.

Person Specification: *[Flexibility is applied where PT, Supply or Temporary Position is required]*

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good degree (BEd or PGCE) • QTS 	<ul style="list-style-type: none"> • Evidence of further professional development
Experience & Knowledge	<ul style="list-style-type: none"> • National Curriculum, KS1 and/or KS2 teaching experience • A team player • Safeguarding Awareness 	<ul style="list-style-type: none"> • Experience schools/ Independent schools experience • Competence in using ICT in both classroom and administration • Familiarity with GL Assessments (or similar); Firefly; ISAMS (or similar MIS)
Skills	<ul style="list-style-type: none"> • Creative, inspirational, dynamic teacher • Excellent interpersonal skills 	<ul style="list-style-type: none"> • IT skills: Confidence in using data to improve pupil progress
Qualities	<ul style="list-style-type: none"> • Honesty, integrity, approachability, adaptability, sympathy and humour • Dynamism, organisation, enthusiasm, drive and rigour • A desire to make a generous contribution to the co-curricular activities of an active department 	<ul style="list-style-type: none"> • Willingness to participate in the life of the school • Willingness to carry out supporting roles as required

CORE COMPETENCIES:

St Pius X has developed a set of core competencies which reflect the values and expectations of the School and behaviours that underpin performance for all jobs.

Competency	Examples of how this may be demonstrated
Commitment	<ul style="list-style-type: none"> ▪ Has a clear understanding of the role and how it relates to St Pius’s objectives. ▪ Demonstrates dedication and enthusiasm towards the role and our stakeholders, the aims of the team and the values of the School. ▪ Represents St Pius X positively by providing a professional service to internal and external Stakeholders. ▪ Seeks and acts upon feedback from both internal and external sources.
Working together	<ul style="list-style-type: none"> ▪ Acts as a team player and actively supports team objectives. ▪ Is reliable in delivering own objectives and co-operates to support others. ▪ Shows consideration for the feelings and needs of others and the context within which they work. ▪ Demonstrates an understanding of what makes an effective team, the value of diversity, and the strengths and skills of others.
Open and honest communication	<ul style="list-style-type: none"> ▪ Communicates openly and honestly, giving consideration to others’ views and feelings, and allowing for discussion. ▪ Listens to others, and questions when unclear to ensure mutual understanding. ▪ Gives and receive feedback sensitively to create an environment of openness and trust where issues can be discussed constructively.
Creating success	<ul style="list-style-type: none"> ▪ Is focused on meeting objectives on time by ensuring tasks are planned and prioritised. ▪ Is prepared to ask for support from colleagues/line manager when required, to help meet objectives. ▪ Sets challenging targets that support personal development and is willing to perform above and beyond these when called to do so ▪ Shows a commitment to creating success through actions, decisions and initiatives - especially for pupil progress
Managing change	<ul style="list-style-type: none"> ▪ Is willing to take on new tasks and to try new ways of working. ▪ Demonstrates resilience, remains focused through periods of change or challenge. ▪ Demonstrates flexibility and responsiveness and can adapt to changing business and educational needs.
Seeking and sharing knowledge	<ul style="list-style-type: none"> ▪ Shares information with others and actively seeks information for the benefit of themselves, and St Pius X Preparatory School. ▪ Seeks to develop effective and efficient ways of working at individual, team and whole-school level. ▪ Sees mistakes as an opportunity to learn and encourage others to think in the same way.

Employee Signature: _____

Headmaster’s Signature: _____

Date: _____