



Class teacher with Phase and Core Subject Lead Job Description & Person Specification

Job Description for Class teacher with Phase and Core Subject Lead

Grade: Emmaus Catholic MAC Pay Scales
Main Pay Scale M3-M6 + TLR2b

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To be an outstanding class teacher, ensuring that planning, preparation, recording, assessment and reporting meet the pupils varying individual learning and social needs.

To provide strong leadership focused on improving the quality of teaching and learning towards greater consistency of good or better teaching in order to improve attainment and progress within the phase and subject.

To work closely with the Senior Leadership Team and Local Governing Body, so that St Francis Xavier Catholic Primary School is a challenging and supportive learning environment where all members of the school community are able to flourish and realise their educational and personal potential.

Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.

To ensure that all safeguarding policies and procedures are followed.

SPECIFIC RESPONSIBILITIES

Teaching

- Deliver high quality Religious Education, promoting a commitment to the teachings of the Gospel, including the principals of CST
- Lead staff, by personal example, in outstanding classroom teaching performance, using a wide range of effective pedagogical strategies to support the development of outstanding learning and teaching both within the class and across the classes within your phase.
- Be accountable for the attainment, progress and outcomes of pupils you teach, and those across the phase, including their personal development, making accurate and productive use of assessment to secure pupils' progress.
- Be accountable for ensuring that planning includes drawing on all areas of learning. Has high, but appropriate levels of expectation regarding each child's achievement, is broad, balanced, relevant and shows continuity and progression.
- 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.
- Ensure that a suitable learning environment is maintained within your classroom and throughout the phase, including high quality working walls.
- Ensure explicit behaviours for learning are implemented, to ensure a positive, progressive and inclusive culture is embedded within your classroom and across the phase.
- Use outstanding practice within teaching and learning, to coach and mentor colleagues within the school.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events

Leadership and Management

- Play a key role, working closely with the SLT, in shaping the vision and direction for the school, setting out very high expectations for all and striving for outstanding outcomes for all pupils across the school.
- Take the leading role in developing and shaping a core subject, based upon latest research (including OFSTED research reviews, OFSTED frameworks, EIF, EEF and beyond.)
- Inspire, motivate and influence staff and pupils, especially within the phase, taking a lead role in developing and maintaining the highest standards of teaching and learning for all pupils, especially those who are disadvantaged and SEN
- Lead the development of excellent, high-quality learning and teaching in a core subject through monitoring and coaching for improvement processes.
- Take the leading role in ensuring an ambitious, knowledge rich, sequential and progressive curriculum is in place and implemented as intended, across the school, within your core area of responsibility.
- Take the leading role in the development of assessment within the phase and in a core subject, including assessment for learning strategies, as a key to improving the quality of teaching and learning
- Take the leading role in Monitoring and control the subject allocated budget.
- Liaise with the other Phase Lead Teachers and Core Subject Leaders across the school and Emmaus MAC, to ensure that the organisation and management of the curriculum across the school is consistent, balanced and builds on previous skills learnt.
- Be accountable for regular monitoring of pupil progress through data analysis book-looks, drop-ins and monitoring and evaluation of teaching across the school, a core subject to ensure that pupils within EYFS, KS1 and KS2 are making expected or better progress and to identify any areas of concern.
- Prepare and present reports and other forms of high-quality communication, as required (e.g.: to Local Governing Body)
- Carry out robust performance management of staff within the Phase.
- Lead regular Phase and subject co-ordinator meetings (including INSET) as required- as directed by the SLT.

Behaviour and Safety

Within own classroom and across the phase:

- 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, in line with school policy.
- Manage classes effectively within your phase, 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 and staff.
- 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 policy and procedures.

Fulfil wider professional responsibilities.

- Fully support the Catholic life and mission of the school and wider Parish community including school Masses
- 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.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures within your class and across the Phase and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues and the SLT
- 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 current Appraisal Regulations.
- Contribute to the selection and professional development of other teachers and support staff including the induction, mentoring and assessment of new teachers, teachers serving induction periods, ETC's and where appropriate threshold assessments.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the Principal, in their absence an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos /work/aims of the school.
- Take a leading role in contributing contribute to the positive promotion and marketing of the school in the local and wider community.
- Be proactive in identifying training needs of the staff within the phase an school, ensuring that they are appropriately met, and that all members are active in their own professional development
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- 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.

- 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.

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 Class teacher with Phase and Core Subject Lead

| Task | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and Training | | |
| Qualified Teacher Status | ✓ | |
| Degree or equivalent | ✓ | |
| Catholic Certificate in Religious Studies. | | ✓ |
| Evidence of continuing professional development | ✓ | |
| Faith Commitment | | |
| Practising Catholic or demonstrates an understanding and commitment to the ethos and distinctive nature of a Catholic school. | ✓ | |
| Knowledge and Experience | | |
| Proven record of achieving high quality teaching, increasing different groups of pupils' rates of progress and improving results | ✓ | |
| Experience of teaching within KS2 and good understanding of the Primary Curriculum. | ✓ | |
| A working knowledge and understanding of current practices and strategic developments in primary education. | ✓ | |
| Experience of teaching a range of year groups | | ✓ |
| Experience of delivering Professional Development | ✓ | |
| Successful experience at leading a subject, including motivating and monitoring other members of staff | ✓ | |
| Experience of working in a Catholic School. | | ✓ |
| Skills and Abilities | | |
| Be confident in the use of ICT to support learning. | ✓ | |
| Understanding of effective school self-evaluation systems | ✓ | |
| Ability to lead and work with a team and use own initiative to drive forward improvements | ✓ | |
| A good level of grammar, punctuation and spelling | ✓ | |
| Understanding of best practice in the effective use of pupil and staff support strategies available | | ✓ |
| Personal Qualities and Attributes | | |
| Willing to share ideas, energy and initiative. | ✓ | |

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| Ability to exercise good judgment and make effective decisions | ✓ | |
| Enthusiastic and excited about teaching children | ✓ | |
| Committed to school improvement and raising pupil achievement. | ✓ | |
| Committed to an inclusive education. | ✓ | |
| A team player, keen to engage in all aspects of the life of our school. | ✓ | |
| Committed to working with parents and the wider community. | ✓ | |

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.

