



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



Class Teacher Job Description

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by Gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

Post title: Teacher

Salary and Grade: Mainscale in line with the current *School Teachers' Pay and Conditions Document*

Responsible to: The Headteacher and the Governing Body

Responsible for: The deployment and supervision of the Learning Support Assistants

Main Purpose of the Job:

- To maintain consistently high standards in relation to all aspects of the Teachers' Standards
- Coaching and mentoring other members of staff
- Demonstrating effective practice and helping others to evaluate the impact of their teaching on learners' achievement
- Contributing significantly to implementing workplace policies
- Being a role model for learners and other staff
- Making a significant contribution to school development
- Making a significant contribution to the wider aspects of school life

Key Accountabilities:

- To fulfil safeguarding duties in accordance with school policy and current legislation.
- To be accountable for the progress and outcomes across all subject areas for all children within your class and individuals or small groups that you teach.
- To promote the school's values and striving towards its Mission through compliance with the school's policies and practices.

Main Responsibilities:

1. Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- In setting targets, take account of the level of challenge for pupils across the cohort of all backgrounds, abilities and dispositions
- Actively support the Catholic ethos of the school in relationships with children, colleagues (within the school and across the Xavier M.A.T.) and parents, both in class and around the school

2. Promote good progress and outcomes by pupils

- To be accountable for pupils' attainment, progress and outcomes
- To be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- To guide pupils to reflect on the progress that they have made and their future needs
- Use data effectively, set challenging targets for all pupils
- Demonstrate in depth knowledge of how children learn and adapt teaching accordingly
- Establish a culture that ensures that pupils have a responsible and conscientious attitude to their work
- Actively promote parental involvement and initiate opportunities to involve them

3. Demonstrate good subject and curriculum knowledge

- To have a secure knowledge of the relevant subject and curriculum areas (including phonics, mathematics and the high standards of literacy and correct use of standard English). Demonstrating clear understanding of teaching strategies to secure progress.
- Maintain children's interest in all subjects and address misunderstandings.
- To demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Take responsibility for own CPD, keeping abreast of changes/developments across a range of subjects
- Provide professional reports (verbal or written) to parents, indicating progress, attainment and targets for improvement

4. Plan and teach well-structured lessons

- To impart knowledge and develop understanding through effective use of lesson time
- To promote a love of learning and children's intellectual curiosity.
- Consistently teach lessons that are good or outstanding
- Through effective planning and provision, demonstrate understanding of different styles of learning and how these are accommodated
- Set home learning and other out of class activities that will consolidate and extend the knowledge and understanding pupils have acquired
- Be systematic in evaluating learning within and across a sequence of lessons
- Plan effectively as part of a team, ensuring consistency across a year group
- To contribute to the design and provision of an engaging curriculum

5. Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable children to be taught effectively
- Ensure that teaching is consistently good and outstanding
- Demonstrate how teaching has been adapted to accommodate the needs of different groups and individuals
- Have a secure understanding of how a range of factors can inhibit pupil's ability to learn and how best to overcome them
- Have a clear understanding of the needs of all pupils, including those with special education needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment

- To make use of formative and summative assessment to secure pupils' progress, including statutory assessment
- Be aware of local and national data when evaluating expectations and performance
- Use the school data programme (Target Tracker) effectively to track progress and set challenging targets
- Implement the school marking policy and give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- Engage fully in moderation activities as required and initiate moderation activities with year group and Xavier Catholic Education Trust colleagues

7. Manage behaviour effectively to ensure a good and safe learning environment

- To embed the school's behaviour policy and encourage all pupils to follow the school's behaviour rules
- To have high expectations of behaviour and use a wide range of strategies, using praise, sanctions and rewards consistently and fairly
- Be highly competent in managing an effective learning environment so that all children are actively engaged in learning and poor behaviour never disrupts learning
- Keep parents well informed and work effectively with them to bring about improvement where necessary
- To maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

8. Fulfil wider professional responsibilities

- Set an example in all aspects, share good practice and support other colleagues in maintaining the standards
- Be proactive in supporting the Catholic ethos of the school
- Be positive and encouraging during times of change
- Develop highly effective professional, working and supportive relationships with colleagues
- To communicate effectively with parents including writing accurate, professional mid-year and end of year reports
- To deploy support staff effectively
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

9. Personal and Professional Conduct: 12

- Demonstrate consistently high standards of personal and professional conduct within and outside school through high standards of ethics, behaviour and communication.
- Treating pupils with dignity and respect, and at all times observing proper boundaries appropriate to the teacher's professional position
- Having full regard for the need to safeguard pupil's well-being, in accordance with statutory provisions
- Demonstrating high personal standards as expected by the school with regard to appearance, attendance, punctuality and adhering to all school and Xavier Catholic Education Trust policies and procedures
- Upholding the all aspects of the Teaching standards

Xavier Catholic Education Trust: Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Xavier Catholic Education Trust's Code of Conduct for Employees. (see policies section of Xavier Catholic Education Trust website www.xaviercet.org.uk)

Person Specification

- Ability to promote the Xavier Catholic Education Trust mission positively.
- Ability to develop good personal relationships within a team; making an effective contribution to high morale.
- Ability to establish and develop close relationships with parents, governors and the community.
- Ability to communicate effectively (both orally and in writing) to a variety of audiences.
- Ability to create a happy, challenging and effective learning environment
- Boundless enthusiasm, determination and drive to inspire others to achieve high standards
- An appetite and stamina for challenging work
- A solution-focused mindset and determined “no-excuses” approach to raising standards
- A personable nature to build effective relationships with parents and all members of the school community
- A lively, creative and good-humoured approach to all aspects of teaching, management and leadership
- Ability and keenness to promote the Trust’s positive culture and ethos