

St. Augustine's Catholic Primary School

Head Teacher: Rachel Swindell

Assistant Head: Amy Casey

Chair of Governors: Joseph Zammit

We try to follow Jesus by loving each other and caring for God's world.



Job Description and Specifications

KS2 Class Teacher

Organisation:	St. Augustine's Catholic Primary School
Place of work:	Old Costessey, Norwich
Salary details:	Main scale to Upper Pay Scale, FTE
Job term:	Full Time (Applications from ECTs are welcome)
Appointment:	Permanent
Reporting to:	Head Teacher and KS2 Phase Lead

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

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Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

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Person specification

Criteria	Qualities	Essential / Desirable
<u>Qualifications and Experience</u>	<ul style="list-style-type: none"> Qualified to degree level including Qualified Teacher Status 	Essential
	<ul style="list-style-type: none"> Primary specialist training 	Desirable
	<ul style="list-style-type: none"> To have teaching experience and understanding of transitions in the KS2 with children from 7-11 years 	Desirable
<u>Professional Knowledge and Experience</u>	<ul style="list-style-type: none"> Excellent KS2 Practitioner with a thorough understanding of the KS2 Curriculum and a commitment to the highest standards of teaching and learning 	Desirable
	<ul style="list-style-type: none"> A clear understanding of how young children learn and the ability to plan for effective and high quality teaching and learning in KS2 	Desirable
	<ul style="list-style-type: none"> An understanding of the principles and practices of observations, assessment and planning and how these can be used effectively to maximise pupil progress for all groups of children 	Essential
	<ul style="list-style-type: none"> To have experiences of working with children with SEND 	Desirable
	<ul style="list-style-type: none"> The ability to meet all children's needs to ensure every child makes good progress including those with English as an additional language and children with additional or complex needs or disabilities 	Desirable
	<ul style="list-style-type: none"> To be able to manage behaviour effectively using a range of strategies 	Essential
	<ul style="list-style-type: none"> Experience of planning and organising an enabling learning environment inside and outside 	Essential
	<ul style="list-style-type: none"> The ability to contribute to the development of an area of learning 	Essential
	<ul style="list-style-type: none"> To lead by example through consistently high quality practice in all areas 	Desirable
	<ul style="list-style-type: none"> The ability to maintain professional and positive relationships with children, staff, parents and external agencies 	Essential

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<u>Professional skills</u>	<ul style="list-style-type: none"> To demonstrate the skills of a good teacher, including the ability to: <ul style="list-style-type: none"> Use first hand experiences to interest and encourage and engage pupils Have very good behaviour management skills Provide appropriate levels of challenge so that all pupils make good progress Use assessment information effectively to plan next steps for children. 	Essential
	<ul style="list-style-type: none"> To work collaboratively and supportively with colleagues within KS2 phase, school, feeder schools and outside agencies 	Essential
	<ul style="list-style-type: none"> The ability to respond to challenges with optimism 	Essential
	<ul style="list-style-type: none"> To be committed to continual personal and professional development. To be reflective and learn from past experiences 	Essential
	<ul style="list-style-type: none"> To be committed to equality, diversity and the inclusion of all 	Essential
	<ul style="list-style-type: none"> To be able to communicate clearly both orally and in writing 	Essential
<u>Personal Characteristics</u>	<ul style="list-style-type: none"> Have an excellent attendance record and be reliable with a high degree of integrity 	Essential
	<ul style="list-style-type: none"> Approachable with excellent interpersonal skills when dealing with others on all levels 	Essential
	<ul style="list-style-type: none"> Well-organised, enthusiastic, energetic and flexible 	Essential
	<ul style="list-style-type: none"> Resilient and demonstrates the ability to work under pressure. Manages time effectively 	Essential
	<ul style="list-style-type: none"> Values and respects the views of children 	Essential
	<ul style="list-style-type: none"> Self-motivated and able to take initiative and responsibility 	Essential
	<ul style="list-style-type: none"> A willingness to learn with and from colleagues 	Essential
	<ul style="list-style-type: none"> Proactive in maintaining own professional development and can seek help from others when needed 	Essential
	<ul style="list-style-type: none"> A commitment to take part in all aspects of the life of St. Augustine's school, including meetings, training, special events and other activities as required 	Essential
<ul style="list-style-type: none"> Adheres to the St. Augustine's code of conduct 	Essential	

Note: This job description may be amended at any time in consultation with the post holder.