



Bishop Bewick Catholic Education Trust
English Martyrs' Catholic Primary School



JOB DESCRIPTION

Post:

Class Teacher (Primary) plus TLR (2a) Responsibility – Phase Leadership/Subject Champion.

Salary Scale:

Main Pay Scale/Upper Pay Scale

Responsible to:

Headteacher

In all aspects of the post the person appointed must implement faithfully and effectively the Aims and Policies of this Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.

Core Purpose	<p>The core purpose of every teacher at English Martyrs' Catholic Primary School is to inspire, motivate, encourage and educate the children in our care, to enable them to become independent learners, confident individuals and global citizens. Providing a safe, tolerant, stimulating environment where children feel valued and their talents encouraged. To follow the 'English Martyrs' Way by building the foundations for life-long learning with Christ at the centre, capturing and nurturing memorable learning experiences that our pupils will carry with them as they grow; as well as equipping them with positive attitudes so they can BE the best version of themselves.</p>
Main Duties & Responsibilities	<ul style="list-style-type: none"> ▪ To support the Catholic ethos, vision, values and aims of our school. ▪ 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 facilitate, support and monitor the overall progress and development of children with special educational needs. ▪ To foster a learning environment and educational experience, that provides children with the opportunity to fulfil their individual potential. ▪ To support and contribute to the school's responsibility for safeguarding children. ▪ To ensure at all times a positive approach to equal opportunities, gender issues and racism and show knowledge and awareness of BBCET policies. ▪ To attend INSET days and teaching and learning meetings when required. ▪ To actively promote the policy and practice of inclusion. <p><i>In addition</i></p> <ul style="list-style-type: none"> ▪ <i>To take a leading role in raising standards, improving quality of teaching and staff development focused particularly on pupils in specific Phase.</i> ▪ <i>In partnership with the Headteacher, and SLT to monitor the quality of teaching and pupils' progress and attainment in specific Phase.</i> ▪ <i>To support the Headteacher, and SLT to manage the day-to-day organisation of the school</i> ▪ <i>Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school.</i> ▪ <i>Lead Phase meeting ensuring consistency of practice and school improvement.</i> ▪ <i>Report to Governors as appropriate.</i>
Teaching & Learning	<ul style="list-style-type: none"> ▪ Teach high quality, engaging and inspiring lessons that promote pupil progress and foster a love of learning. ▪ plan and prepare lessons for all ability ranges, adapting as appropriate to support and extend learning ▪ give clear targeted feedback and focused support ▪ give pupils maximum opportunity to make measurable progress ▪ participate in meetings at the school which relate to either curriculum or pastoral ▪ Set homework in line with school policy <p><i>In addition</i></p>

	<p><i>Exemplify and share best practice across the school</i></p> <ul style="list-style-type: none"> • <i>To model, coach and team teach alongside colleagues to develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline</i> • <i>Model positive behaviour management and restorative approaches to managing conflict</i> • <i>To monitor all aspects of the curriculum alongside the Headteacher and SLT.</i> • <i>Work with other professionals (both internally and externally) to ensure the use of comparative data and pupils' prior attainment, to establish benchmarks and set targets for and direct rapid improvement</i> • <i>Develop and implement action plans to inform and address areas for improvements</i> • <i>To review planning across the Specific Phase to ensure coverage, progression and a range of learning experiences</i> • <i>To liaise with other Phase Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.</i>
Curriculum	<ul style="list-style-type: none"> ▪ To share in the development of the school curriculum, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and their review. ▪ organise enrichment opportunities for pupils to extend their subject education outside of lesson time activities ▪ keep abreast of developments in all aspects of education as well as in the subject(s) you are responsible for in order to plan effectively
Assessment	<ul style="list-style-type: none"> ▪ participate and prepare pupils for public Key Stage tests ▪ assess, record and report on progress and attainment of pupils ▪ ensure that marking follows the school marking policy guidance ▪ keep records of pupil progress and attainment ▪ meet deadlines for assessments and reports
Resource Management	<ul style="list-style-type: none"> ▪ ensure that relevant Health and Safety legislation is followed ▪ manage and care for your room/teaching environment, reporting problems as needed ▪ ensuring the effective and efficient management and organisation of learning resources, including information and communications technology ▪ maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work ▪ ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed
Catholic Life of the School	<ul style="list-style-type: none"> ▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same ▪ to actively support BBCET and the school's policies and aspirations ▪ to adhere to the staff professional code of conduct ▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments <p>In addition</p> <ul style="list-style-type: none"> ▪ <i>Lead whole school Celebration of the Word.</i>
Class teacher/ Pastoral care	<ul style="list-style-type: none"> ▪ Support the spiritual development of children by ensuring daily opportunities for prayer. ▪ maintain good order in your classroom and subject area ▪ support colleagues in managing the behaviour of pupils ▪ work with senior leaders in promoting good behaviour in lessons ▪ attend Whole School gatherings, i.e. Celebration of the Word/assemblies and support the management of pupil entry and exit <p>In addition</p> <ul style="list-style-type: none"> • <i>To support the development of behaviour for learning, including the implementation of the school's behaviour for learning policy.</i> • <i>To maintain overall responsibility for the pastoral care of pupils in your Phase</i>

<p>Leadership Responsibilities</p>	<ul style="list-style-type: none"> ▪ To be actively involved in the ongoing School Improvement Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards ▪ To lead and co-ordinate assessment information across Specific Phase in order to ensure consistent and accurate judgements of pupil performance ▪ To present a coherent and accurate account of pupil and team performance in a form appropriate to a range of audiences, including Governors, the local community, the future Trust, and Ofsted. ▪ To support the Headteacher and SLT in appraisal of staff ▪ To undertake phase and whole school assemblies as necessary ▪ To work in collaboration with the Governing Body on issues of school improvement particularly focused on Specific Phase ▪ To play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community. ▪ Be a strong advocate for change and champion school improvement.
<p>Other professional requirements</p>	<ul style="list-style-type: none"> ▪ to undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (School Teacher Pay and Conditions) ▪ to undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher ▪ to adhere to the BBCET staff code of conduct and Teachers' Standards <p><i>In addition</i></p> <ul style="list-style-type: none"> • Where appropriate, to lead INSET for teachers and support staff on a range of relevant issues relevant to teaching and learning • To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal • To assist in the recruitment, selection, induction and development of staff • To demonstrate a commitment to his/her own continuing professional development and that of all staff • To be involved in assessing the professional development needs of staff • To be involved, with the SLT, in planning, implementing and evaluating a broad and balanced curriculum • As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff focused particularly on your specific phase. • Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale • Lead by example and encourage the practice of working as a strong team. • Ensure that a professional demeanour and attitude is maintained by all staff in your team • Mentor trainees, newly qualified teachers and support the induction of new staff • Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the SLT in their absence.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people.

English Martyrs' Catholic Primary School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

March 2024