



Job Description

Post Title:	Class Teacher
Working Time:	Full time – Fixed Term 1 year (01/09/2025 – 31/08/2026)
Salary:	MPS – M1 - £31,650.00
Responsible to:	Headteacher
Responsible for:	The provision of a full, enriching learning experience and support for students.
Job purpose:	<ul style="list-style-type: none">• To have a secure knowledge and understanding of the National Curriculum for Primary children.• To support the planning and resourcing of a designated curriculum area as appropriate.• To meet the educational needs of all students regardless of ability or SEND through quality first teaching, planning, modelling and adaptive teaching.• To monitor and support the overall progress and development of students.• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.• To contribute to raising standards of student attainment.• To support the Academy's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.

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.





Core Duties

Operational/strategic planning	<p>To contribute to the schools' development plan and its implementation.</p> <p>To plan and prepare lessons.</p> <p>To contribute to the whole Academy's planning activities.</p> <p>To contribute to the wider school community through the delivery of additional lunch clubs, after school clubs and plan trips, visits and events.</p>
Curriculum provision	<p>To assist the Headteacher to ensure that delivery of the curriculum complements the Academy's strategic objectives.</p>
Curriculum development	<p>To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students and the Academy's mission & strategic objectives.</p>
Staffing Personal and Professional Development	<p>To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</p> <p>To continue personal development in the relevant areas including subject knowledge and teaching methods.</p> <p>To engage actively in the Performance Management Review process.</p> <p>To ensure the effective/efficient deployment of classroom support.</p> <p>To work as a member of a designated team and to contribute positively to effective working relations within the school.</p> <p>To regularly seek, engage with and act upon the latest pedagogical and subject-related research.</p>
Quality assurance:	<p>To help to implement Academy quality assurance procedures and to adhere to those.</p> <p>To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria.</p> <p>To seek and implement modification and improvement where required.</p>





	<p>To periodically review curriculum delivery and teaching methods.</p> <p>To take part, as may be required in the development, delivery and review of activities relating to the curriculum, organisation and pastoral functions of the Academy.</p>
Management Information	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers etc.</p> <p>To complete the relevant documentation to assist in the tracking of students.</p> <p>To track student progress and use information to inform teaching and learning.</p>
Communications	<p>To communicate effectively with the parents of students as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the school.</p> <p>To follow agreed policies for communications in the Academy.</p>
Marketing and Liaison	<p>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with other schools.</p> <p>To contribute to the development of effective subject links with external agencies.</p>
Management of Resources	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To identify resource needs and to contribute to the efficient/effective use of physical resources.</p> <p>To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the Academy, department and the students.</p>
Student Support System	<p>To promote the Academy's Catholic ethos, the general progress and well-being of individual students and of the Form Tutor Group as a whole.</p> <p>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</p> <p>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</p>



	<p>To contribute to the preparation of action plans, progress files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff. To contribute to collective worship, PSHE/RSHE and Citizenship according to Academy policy. To apply the behaviour management systems so that effective learning can take place.</p>
Teaching & Learning	<p>To teach, students according to their education needs, including the setting and marking of work to be carried out by the students in Academy and elsewhere.</p> <p>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that reading and oracy development are reflected in the teaching/learning experience of students.</p> <p>To ensure a high-quality learning experience for students which meets internal and external quality standards.</p> <p>To prepare and update subject materials.</p> <p>To use a variety of delivery methods to stimulate learning appropriate to student needs and demands of the syllabus.</p> <p>To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</p> <p>To mark, grade and give written/verbal and diagnostic feedback as required.</p>
Other specific duties	<p>To play a full part in the life of the Academy community, to support its distinctive Catholic Mission and St Charles' ethos and to encourage staff and students to follow this example.</p> <p>To support the Academy in meeting its legal requirements for collective Catholic worship.</p> <p>To promote actively the Academy's corporate policies.</p> <p>To continue personal development as agreed.</p> <p>To comply with the Academy's Health & Safety Policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duties as specified by Senior Leadership Team not mentioned in the above.</p>



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

Employees will be expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph CMAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with





statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Timeline and Application Information

Closing date

Completed applications should be returned no later than Midday on **Friday 11th July 2025**

Shortlisting

Shortlisting will take place on **Monday 14th July 2025**

Interview

Interviews will be held after **Wednesday 16th July 2025**.

