



Diocese of Brentwood

St Mary's Catholic Primary School, Chingford

Love God, Love Others, Love Ourselves

Job Description for the position of Class teacher/UPS/Middle Leadership

Job Title: Class teacher/ UPS/Middle Leadership

Job Purpose: Assist the head teacher and other Middle leaders in managing and developing the school in seeking to attain high standards of leadership, teaching, learning, behaviour, safety, welfare and improving pupil's achievement and attainment.

To promote the ethos of our Catholic school within the context of our mission statement.

Responsible to: The Headteacher

Sections 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 7 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents.

Main Pay Range teachers are required to act in accordance with the school's ethos, policies, practices and the Teacher's Standards under the direction of the Headteacher.

In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as a Middle leader, required to be highly competent in all elements of the Teacher's Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 –

Key Responsibilities

- Plan and teach lessons, good to outstanding and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress. and outcomes;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Set, mark work and provide feedback, to be carried out by the pupil in school and elsewhere;
- Participate in arrangements for preparing pupils for external examinations.

Key Accountabilities

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

Management of staff and resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers/staff.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with school policies and practise.

Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school;

Accountabilities for all Staff on UPS and Middle leaders

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject's/curriculum areas you teach, including those related to public examinations

and qualifications.

- Have an up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting all learners' needs including SEN, EAL, high achievers and disadvantage pupils.
- Have a more developed knowledge and understanding of your subject's/curriculum areas and related pedagogy including how learning progresses within them.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

Additional Accountabilities for Upper Pay Range / Middle Leaders

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of Teacher: Date:

Signature of Head Teacher: Date:

Ms Philomena Egan
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