Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Key Stage Lead and Class Teacher
Location	HFCMAT – Our Lady of Pity RC Primary – A Voluntary Academy
Responsible To:	Headteacher
Contract:	This is a full time, permanent contract L1-L4

Key Purpose of Job

The teacher will:

- Be an excellent classroom practitioner and possess a proven track record of outstanding teaching within Key Stage 2.
- Lead, inspire, and motivate staff to achieve high standards of teaching and learning across Key Stage 2.
- Share our school values and passionately uphold our Catholic ethos.
- Fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document (STPCD) and meet the expectations set out in the Teachers' Standards.

Key Responsibilities of the Post

Teaching and Learning

- 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 EYFS subject and curriculum knowledge

Whole school organisation, strategy and development

- Think strategically and innovatively, driving continuous school improvement, high standards, and curriculum development across Key Stage 2.
- Use assessment data effectively to monitor progress, identify trends, implement interventions,and raise attainment across the key stage.

- Coach, mentor, and support colleagues, fostering a culture of professional growth,excellence, and mutual support.
- Work alongside the Senior Leadership Team and subject leaders to ensure a broad,balanced, and ambitious curriculum across Key Stage 2.

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 and Trust'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
- Establish and maintain effective communication with other staff, governors and other relevant members of the Trust and wider community

Working with colleagues and other 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
- 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.

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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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Supervision / Line Management Responsibilities of the post

- Direct and supervise Key Stage 2 teaching staff, subject leads (where applicable), and support staff assigned to the key stage.

Working Environment & Conditions of the post

- Normal classroom and school environment

Other Duties

a) To support and promote the catholic ethos
b) To undertake additional duties as required, commensurate with the level of the job
c) To contribute to the effective working of the HFCMAT
d) To participate in induction training, staff review processes and professional development opportunities
e) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
f) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles
g) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures
h) The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
i) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Experience	Qualified teacher status	E	A, R
	Degree	E	A, C, I
	Proven track record of outstanding teaching within Key Stage 2	E	A, I
	Successful leadership or subject coordination experience in a primary setting	D	A, I
B. Knowledge/ Skills	Knowledge of the Primary curriculum	E	A, R, I
	Knowledge of effective teaching and learning strategies	E	A, R, I
	A good understanding of how children learn	E	A, R, I
	Ability to adapt teaching to meet pupils' needs	E	A, R, I
	Ability to build effective working relationships with pupils	E	A, R, I
	Knowledge of guidance and requirements around safeguarding of children	E	A, R, I
	Knowledge of effective behaviour management strategies	E	A, R, I
	Good ICT skills, particularly using ICT to support learning	E	A, R, I
	Subject specific specialism or experience	D	A, I
	Ability to think strategically and innovatively to drive school improvement and curriculum developmen	E	A, I
	Ability to use assessment data effectively to monitor progress and raise standards across Key Stage 2	E	A, I
	Ability to coach, mentor, inspire, and motivate staff to build a culture of excellence	E	A, I
C. Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the school and Trust	E	A, R, I
	High expectations for children's attainment and progress	E	A, R, I

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	Ability to work under pressure and prioritise effectively	E	A, I
	Commitment to maintaining confidentiality at all times	E	A, I
	Commitment to safeguarding and equality	E	A, R, I
	Excellent communicator	E	A, I
	Team player who is able to collaborate not only in school but across the Trust	E	A, R, I

Key to Evidence:
A – Application Form
C - Certificates
I – Interview
R - Reference