



# Holy Family Catholic Primary School

## 'Serving the Community'



Headteacher:  
Mr K Quigley

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Job Description	
Job Title:	Class Teacher
Salary:	Teachers Main/Upper Pay Scale
Contractor Hours:	As specified in the Teachers Pay and Conditions
Contract Type:	12 months fixed term
Line Manager:	Headteacher

## JOB DESCRIPTION

### Purpose of the Job

To ensure high quality teaching and learning, effective use of resource and the highest standard of care, learning and achievement for all pupils.

Within this post a teacher is expected to:

- Fulfil the duties of a teacher as outlined in the most recent Teachers Pay and Conditions Document.
- To work with full regard for and an understanding of expectations within the Teachers Standards as outlined in the School Teachers Pay and Conditions Document Annex 1.
- To be committed to safeguarding and promote the welfare and safety of children as outlined in school policies and 'Keeping Children Safe in Education 2022'.
- To participate fully in the school appraisal system including the evaluation of their own practice and continued professional development.

### Duties and Responsibilities:

#### Objectives:

- To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.
- To set high expectations which inspire, motivate and challenge pupils, establishing a safe and stimulating environment for pupils to flourish and achieve.
- To promote good outcomes in attainment and progress for all pupils.
- To have good subject, curriculum and pedagogical knowledge that is used effectively within the classroom.
- To plan and deliver well-structured lessons that promote a love of learning and intellectual curiosity, adapting teaching and learning well to the strengths and needs of pupils.
- To make accurate and productive use of assessment to secure pupil progress, set targets and plan subsequent lessons.
- Managing behaviour for learning and responding to student conduct in accordance with the school policies and procedures, ensuring that approaches are consistently applied and are appropriate for the individual needs of our pupils.
- To contribute to the work of the school, the development of the curriculum and the success of the pupils within the school's framework for development and improvement.

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- Adhering to the school's quality procedures and where necessary assist in implementing additional systems. Contribute to the monitoring of teaching and learning.
- Ensure that the delivery of the curriculum aligns to the schools' policies, ethos statement and curriculum intent.
- Ensure that all data regarding pupil progress is available when necessary, including for annual reviews.
- Contributing relevant information to the whole school Self-Evaluation process as required.
- To ensure that there is continuity, progression, breadth and balance in the delivery of the curriculum.
- To create a safe, stimulating learning environment which encourages children to work and behave to the best of their potential.
- To organise the classroom so that all resources are as easily accessible as possible to pupils, used correctly and with respect.
- To bring to the attention of the Headteacher and the SENCO any child with special educational needs.
- To produce written reports for parents and to keep parents informed of their child's progress through regular meetings.
- All teachers will be expected to accept such responsibilities as the Headteacher shall determine from time to time.

### **Post Threshold Teachers**

- To ensure that as a result of their teaching their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally.
- Take responsibility for their professional development and use outcomes to improve their teaching and pupils learning.
- Make an active contribution to the policies and aspirations of the school.
- Ensure that they are effective professionals who challenge and support all pupils to do their best through: inspiring trust and confidence; building team commitment; engaging and motivating pupils; analytical thinking; positive action to improve the quality of pupils' learning.

### **Personal and Professional Conduct:**

- To demonstrate consistently high standards of personal and professional conduct.
- To treat pupils, families and team members with dignity, building relationships rooted in mutual respect.
- To observe professional boundaries appropriate to a teacher's professional position.
- To have full regard the safeguarding of pupils' wellbeing, in accordance with statutory provisions.
- To show tolerance for and respect the rights of others, promoting fundamental British Values and ensuring that personal beliefs are not expressed in ways that exploit vulnerability.
- To work within all school policies and procedures to secure positive outcomes for pupils.
- Maintain high standards of personal conduct and dress.

### **Key Tasks:**

- Attend and contribute to key stage, team and full staff meetings, in accordance with guidelines established in Teachers Pay and Conditions documents and our Directed Time Calendar
- Consult with key stage leaders or senior staff when guidance/advice is required.
- Contribute towards the goals and targets in the school's strategic plan.
- Maintain a professional interest in educational initiatives relevant to your curriculum.
- Participation in the monitoring, evaluation and review of curricular areas in line with the agreed school procedures, including evaluation against quality standards and performance criteria.
- Engagement in performance review cycle as detailed in school procedures.

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- Consult with key stage leaders and/or senior leaders on any issue relevant to personal professional development in line with the school's strategic plan.
- Planning for and directing Teaching Assistants with regards to how they can support the teacher, students and curriculum within the classroom.
- Directing Teaching Assistants in the preparation of resources and display.
- Ensure that any aspect of work complies with the Schools Health & Safety procedures and the H&S at Work Act 1974
- Ensure that when working with computerised systems the Data Protection Act 2018 is adhered to.

### **Conditions of Employment:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. To uphold the school's policy in respect of child protection matters and safeguarding. S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document. The postholder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder. All staff participate in the school's performance management scheme.

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