



Holy Family Catholic Multi Academy Trust

Job Description

Job Title:	Teacher (part time)
Location	HFCMAT – Our Lady of Pity RC Primary – A Voluntary Academy
Responsible To:	Executive Headteacher and Head of School
Contract:	This is a part-time 0.4 FTE, permanent contract

Key Purpose of Job

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- 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 subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school and Trust's policies, practices and procedures, so as to support the school and Trust's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach



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

- Direction of Teaching Assistants where necessary

Working Environment & Conditions of the post

- Normal classroom and school environment

Other Duties

- To support and promote the catholic ethos
- To undertake additional duties as required, commensurate with the level of the job
- To contribute to the effective working of the HFCMAT
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- 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
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures
- The post-holder must comply with the Trust/School's Health and Safety requirements specifically for the school they are based
- 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



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Person Specification

Area	Job requirements	Essential/Desirable	Evidence
A. Qualifications and Experience	Qualified teacher status (or on course to achieve this if currently undertaking a teacher training programme)	E	A, R
	Degree	E	A, C, I
	Successful primary teaching experience	E	A, I
B. Knowledge/ Skills	Knowledge of the National 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
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
		E	A, R, I
	High expectations for children's attainment and progress	E	A, I
	Ability to work under pressure and prioritise effectively	E	A, I
	Commitment to maintaining confidentiality at all times	E	A, R, I
		E	A, I
	Commitment to safeguarding and equality		
	Excellent communicator	E	A, R, I
	Team player who is able to collaborate not only in school		



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Key to Evidence:

A – Application Form

C - Certificates

I – Interview

R - Reference