



Outline Job Description

POST TITLE:	TEACHER – PRIMARY
POST REF:	SCFM2024 SEPT
GRADE:	MAIN SCALE / UPPER PAY SCALE

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. The Blessed Christopher Wharton Catholic Academy Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. BCWCAT is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

As a Primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the school and across all subjects that you are required to

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teach. You will be acutely aware of the strategies required to achieve the highest standards across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a Classroom teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

SUBJECT SPECIFIC KNOWLEDGE AND SKILLS:

- Will have an in-depth knowledge of the National Curriculum and/or the EYFS Framework
- Will have a working knowledge and understanding of the national Teachers' Standards

EFFORT DEMANDS:

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

RESPONSIBILITIES:

TEACHING:

- To teach students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students.
- Identifying effective intervention and mentoring strategies for students.

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- To mark and grade students work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and examinations.
- To undertake pastoral duties, supporting pupils on an individual basis through academic or personal difficulties.

HEALTH, SAFETY AND DISCIPLINE:

- To ensure a safe, secure and healthy environment for students
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

WHOLE SCHOOL ORGANISATION AND STRATEGY:

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of 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.
- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

MANAGEMENT OF STAFF AND RESOURCES:

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.

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- To supervise and support the work of classroom support, teaching assistants, trainee teachers and Early Career Teachers (ECTs).
- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.

PROFESSIONAL DEVELOPMENT:

- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review 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.

COMMUNICATION:

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.

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- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

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- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Proven record of success as an outstanding teacher, in the classroom or on placement (D) • An understanding and demonstration of barriers to learning and how those may be overcome (E) • Experience of managing student performance and intervention strategies to raise performance (E) • Previous teaching (or teaching practice for new teachers) within primary education (E) • Experience and understanding of safeguarding children and teaching pupils with additional educational needs (E) • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (D)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Honours degree or equivalent in relevant subject (E) • Qualified Teacher Status (E) • Other professional qualification or relevant experience (D)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of internal and external stakeholders (E) • Excellent literacy, numeracy and IT skills (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (D)

OFFICE USE ONLY:

COMPILED BY:	Michele Huddart
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St Cuthbert & The First Martyrs' Catholic Primary School

Scotchman Road, Bradford, BD9 5AT
Tel: 01274 543445 Fax: 01274 408234
Email: office@scfm.bcwcacat.co.uk www.stcuthberts.bradford.sch.uk



X (Formerly Twitter) @SCFM_Tweets
Head of School: Mrs S Walsh

Dear Applicant

Thank you for your interest in our advertised post. We are proud of our school and its community, and we hope you find the following information useful in demonstrating its unique and special character.

Our School

The history and traditions of St Cuthbert & The First Martyrs' Catholic Primary School are cherished and built upon to provide the best possible quality Roman Catholic education, for the children of today and of the future. Originally founded in 1877 in Beamsley Street, for the purpose of educating the Roman Catholic children of Manningham and Heaton, our school continues to serve our Parish and local community.

St Cuthbert's is a friendly, warm and welcoming place. We follow the Gospel values shown to us by Jesus and provide the opportunity for pupils to achieve their potential, to develop and grow alongside others as children of God. The school has close links with our parish and plays an important pastoral role in the community. We support many varied local initiatives and raise considerable funds for various charities each year, led ably by our Mini Vinnies group.



St Cuthbert's school is committed to developing excellent Early Years and primary practice. Children are recognised and treated as individuals. All school staff work hard to encourage and facilitate individual and group achievement. We seek to enable every child to become a responsible and caring member of both the school and the wider community in which they live. An extensive support system helps children with additional needs and our school has an excellent record of pastoral care.

We were delighted with our most recent **Ofsted** report following our inspection in November 2022. We were judged to be **Good** overall, with **Outstanding** Personal Development. In our **Section 48** RE Inspection in June 2023, we were judged **Good** overall, with **Outstanding** Catholic Life and Mission. St Cuthbert & The First Martyrs' Catholic Primary School has repeatedly been identified as one of the highest performing schools in the Bradford Local Authority and also one of the highest performing against similar schools nationally.

We have worked hard to develop an engaging and varied curriculum which is tailored to the needs of our pupils and is based around three main strands: our Catholic virtues, eight transferable key skills and comprehensive subject knowledge.

We are open, friendly and very supportive of each other. We work hard while pursuing our common aim of doing the best for all our children at all times. We aim to provide a quality Catholic education in a safe, stimulating environment with a happy, purposeful and calm atmosphere where there is enjoyment and pride in individual and collective success.





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St Cuthbert's school is an excellent place to work, either to develop or begin a career. We take pride in supporting the continuing professional development of all our staff, through high quality support and training both in school and through our Trust, The Blessed Christopher Wharton Catholic Academy Trust.

About the Post

We are looking for a Class Teacher for September 2024 to provide cover for an existing member of staff's maternity leave. The role could be in either EYFS or KS1, dependent on the successful candidate's strengths and skills.



This is an exciting opportunity for the right candidate. We are looking for staff who will contribute to and uphold the Catholic life and ethos, to join our successful school and help contribute to our focused and highly driven team.

How to apply

If you wish to apply, please contact the school office at office@scfm.bcwcac.co.uk for an application pack or by completing the Catholic Education Service Application Form which is available for viewing and downloading from the CES website www.cesew.org.uk please click on the Employment Documents tab at the top of the CES homepage and then follow the Application Form option from the drop-down menu.

Applicants are advised to also read the CES Contract of Employment under which our staff will be employed and will be required to sign. This is also available for viewing at the above web address. In your pack you will find the job description and Personnel Specification.

We can only accept applications using the CES application form.

Closing date for applications: Monday 10th June, 3.30pm

Visits to the school are most welcome. Please speak to Mrs Mary Smith or Mrs Karen Caine, our Administrative staff, to make an appointment.

Thank you for your interest in our School. We look forward to hearing from you.

Yours sincerely

Sarah Walsh
Head of School

