**St Anne’s and St Joseph’s RC Primary School**

**Job Description**

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| **Job Title** | Class Teacher |
| **Grade** | Main Pay Scale |
| **Responsible to** | The headteacher, deputy headteacher, key stage leaders, curriculum leaders |
| **Responsible for** | Leading a subject/s throughout the school |
| **Catholic Ethos**  **As a member of St Anne’s & St Joseph’s RC Primary School, you will be expected to:**  - Work with the headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of the school;  - Secure its Mission Statement with all members of the school community;  - Ensure an environment for teaching and learning that empowers both staff and students to achieve their highest potential;  - Attend, take part in and lead acts of collective worship;  - Implement the Religious Education Policy.  **As a class teacher you are expected to:**  - Carry out your professional duties for the care and supervision of all pupils, especially those in your class, as outlined in ‘Conditions of Employment of School Teachers’, of the School Teachers’ Pay and Conditions document. This includes playground and other duties;  - Follow the directed times as outlined in the staff handbook;  - Carry out the duties and implement the policies and codes of practice outlined in the staff handbook, and those agreed at staff meetings and INSET sessions;  - Carry out the following post-specific responsibilities:  **- Class Teaching**  - Effective teaching of a class;  - Prepare medium and short term plans for your class and keep appropriate pupil, group and class records, including preparing children for assessments and tests;  - Prepare and produce appropriate materials and resources;  - Be responsible for the personal and social welfare of your pupils, in addition to their education;  - Effective membership of the school community.  **- Curriculum Leader**  - Become and remain conversant with national and local developments and initiatives in the subject you lead;  - Review your given subject and related policies annually;  - Develop and up-date your subject plans (long and medium term), ensuring full coverage of the Early Years Foundation Stage and National Curriculum;  - Develop and maintain action plans for your subject, including the evaluation of their effectiveness;  - Ensure that appropriate assessment and recording systems are in place for your subject;  - Advise colleagues about ways to differentiate work in your subject for those children with special educational needs, including more able pupils;  - Requisition books, resources and other materials for your subject, ensuring value for money;  - Maintain the resources for your subject;  - Lead staff meetings, discussions and INSET in your subject;  - Report to governors on the provision of your subject in the school.  **- Professional Development**  - To attend relevant courses linked to Appraisal and / or School Improvement Plans, as agreed by the head;  - To attend appropriate courses linked to your subject as agreed by the head;  - Carry out any other reasonable duty commensurate with the post, which may be delegated by the headteacher.  This job description is to be reviewed annually. Elements of the job description may be re-negotiated at any time at the request of either party and with the agreement of both.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Headteacher)  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Class teacher) | |