



Job Description – YR, Year 1 and Year 2 Class Teacher

Job Details

Job title: Class Teacher – Saint William's Catholic Primary School

Salary: Main Pay Scale

Contract type: Full-time permanent

Main Purpose of the Job:

To contribute positively to the outcomes of children achieved through:

- Being a highly effective Classroom Teacher
- Being a positive and proactive member of the whole school staff team
- Maintaining good, open and professional relationships with children and parents
- Leading more than one curriculum subject

As part of this, 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

Teaching Duties and Responsibilities:

- Set high expectations which inspire, motivate and challenge pupils.
- Plan and teach well-structured lessons, following the school's plans, curriculum and schemes of work and promoting good progress and outcomes by pupils.
- Adapt teaching to reflect the age of the children taught and to respond effectively to pupils' individual strengths and needs.
- Be accountable for the progress of pupils; regularly marking and providing feedback on their work, making accurate and productive use of assessment, monitoring pupils' progress and targets and responding appropriately where potential concerns arise and recording and reporting on the learning needs, progress and achievements of pupils in line with school policies and procedures.
- Demonstrate excellent subject and curriculum knowledge.
- Create an interesting, stimulating and safe learning environment.
- Promote positive pupil behaviour in the classroom and around the school through the effective application of school policies.
- Collaborate and work positively and professionally with colleagues and other relevant professionals within and beyond the school.
- Communicate and work positively and professionally with pupils, parents and carers and Governors.
- Direct and supervise support staff assigned to their class and, where appropriate, other teachers working with them.
- Participate in arrangements for preparing pupils for external tests, as directed by the school.

Subject Leadership:

- Complete an Annual Subject Audit and related Action Plan;
- Monitor standards in teaching and learning in the subject/s using a range of strategies including work and planning scrutiny, pupil interviews and questionnaires, observation of learning through lesson study and learning walks;
- Assess pupil progress in these specific areas in line with agreed assessment process;
- Attend training to improve knowledge particularly with regard to new initiatives;
- Lead staff/curriculum/INSET meetings/CPD;
- Produce, review and annually update policies;
- Present and monitor action plans;
- Provide feedback and guidance to stakeholders including to governors and parents;
- Ensure resources are in good order and are suitable to support the Scheme of Work in the subject area.

Whole-school Contribution and Development:

- Make a positive contribution to the ethos and wider life of the school, including attending PTA events and other community events in which the school is involved.
- Contribute to the development, implementation and evaluation of the school's policies, practice and procedures, in order to support the school's values and vision.
- Work with others on curriculum and pupil development to improve practice and outcomes for children.
- Be flexible and supportive of their colleagues.

Continuing Professional Development:

- Take part in further training and development in order to further improve own teaching – this will include regular and relevant internal and external CPD work and training.
- Take part in the school's appraisal procedures

Equal Opportunities:

- To share and promote the school's commitment to achieving equal opportunities in the way we teach, in our employment practices and in our relationships with the community we serve.

Health and Safety:

- Promote the safety and wellbeing of all pupils in the school.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our health and safety policy.

Safeguarding and Child Protection:

- Saint William's Catholic Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Therefore, the successful applicant will be required to undertake an enhanced DBS disclosure and to follow the school's safeguarding policies and procedures rigorously.

Please note: 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 their Headteacher.