



## ST MARY'S CATHOLIC PRIMARY SCHOOL

### Class Teacher JOB DESCRIPTION

The appointment is subject to current conditions of employment of school teachers, contained in The School Teacher's Pay and Conditions Document and other current educational and employment legislation.

#### Catholic Ethos:

- To attend, take part in and lead acts of worship.
- To ensure that the children have a safe and caring environment both in school and when taking part in offsite educational activities.
- To foster good relationships with parents, carers and the wider parish community.
- To promote the school and all it stands for on all occasions.
- To act as a role model of professional conduct demonstrating high personal standards of expertise and commitment.
- To perform, in accordance with any directions, which may be reasonably given by the Head Teacher, such particular duties as may be given.

#### Key Responsibilities:

- To take responsibility for the class and its curriculum.
- To maintain, promote and contribute to the Catholic ethos of the school in accordance with the school's Mission Statement, aims and objectives.
- To perform, in accordance with directions which may reasonably be given by the headteacher, such particular duties as may be assigned.
- To lead an area of the whole school curriculum as agreed with the head teacher (except ECTs)
- To act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*.
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

#### Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

#### Teaching and Learning:

- Plan and prepare learning opportunities for children appropriate to their needs and the policies of the school.
- Establish a safe, supportive and stimulating learning environment both indoors and outside.
- Maintain careful and accurate records of children's attainment and progress and to use this knowledge to inform planning to effectively develop children's learning.
- Review programmes of work, teaching materials and methods in liaison with subject leaders and other colleagues.
- Provide feedback to children to allow them to be involved in identifying their next steps for learning.
- Set realistic and challenging expectations for all children to ensure high standards of learning and achievement.
- Support the identification of, and provision for, children with additional needs.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.

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- Use relevant data to monitor progress, set targets, and plan subsequent lessons.

**Behaviour and Safety**

- Set high expectations and manage children’s behaviour in line with the school’s positive behaviour policy.
- Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions Document*.

**Professional development:**

- Contribute to meetings, discussions and management systems which facilitate and develop the effective work of the school.
- Be committed to personal professional development and to proactively participate with arrangements made in accordance with the *Appraisal Regulations 2012*.
- Keep up to date with current educational developments.
- Uphold the school policies with respect to race equality and equal opportunities.
- Establish and maintain effective working relationships with professional colleagues and parents.

**Fulfil wider professional responsibilities:**

- Establish good working relationships with all staff, parents and outside agency workers.
- Manage and encourage the work of support staff, students and volunteers within the class.
- Ensure close, ongoing liaison with parents and carers as partners in their child’s education.
- Work closely with colleagues to ensure effective transition of children through the school.
- Make a positive contribution to the wider life and ethos of the school.

**Administration:**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions Document*.

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder:** \_\_\_\_\_ **Date:**    /    /

**Signature of headteacher:** \_\_\_\_\_ **Date:**    /    /

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