

## Holy Saviour RC Primary School

### Job Description Class Teacher



#### Purpose of the post

- To support the vision and aims of Holy Saviour RC Primary School and contribute to the strong Catholic ethos.
- To carry out the duties of a teacher as set out in the most recent School Teachers Pay and Conditions Document
- To teach children a high quality and appropriate curriculum which meets the requirements of the National Curriculum
- To lead specified subject areas, (if applicable) including reviewing, monitoring and delivering staff updates in these subjects.
- To contribute to the wider aspects of school life undertaking extra curricular activities
- To share in the corporate responsibility for the well being, safeguarding and discipline of all the pupils

#### Primary Responsibilities

- To meet the expected standard of a qualified teacher as outlined in the Professional Standards for teachers
- To meet the standards of the school's Teaching and Learning Policy

#### Professional Attributes

- To ensure high standards of behaviour and share the corporate responsibility for the well-being, safeguarding and discipline of all pupils, in line with school policy
- To ensure highest standards of work and presentation in all areas
- To establish effective professional relationships within school, the Local Authority and with other agencies where appropriate and provide information as required
- To work effectively with support staff and other adults, deploying them where appropriate
- To communicate and collaborate effectively with learners, colleagues and parents
- To provide a professional and positive role model in terms of personal presentation, attendance, timekeeping and behaviour
- To take responsibility for own professional development, keeping up to date with current research and development and committed to life long learning
- To participate in the performance management system for the appraisal of their own performance

#### Professional Knowledge and Understanding

- To keep an up to date knowledge and understanding of a range of teaching and behaviour management strategies
- To know the assessment and monitoring requirements, arrangements and approaches for all curriculum areas

- To have a secure knowledge and understanding of all curriculum areas and frameworks and relevant initiatives
- To identify able, gifted and talented pupils and those with special educational needs, working with both the SEN Co-ordinator and parents to give positive and targeted support where needed
- To have regard to equal opportunities and inclusion at all times
- To know the requirements, arrangements and policies for the safeguarding and well being of all children

### Professional Skills

- To plan, monitor and evaluate effective and differentiated programmes of work, including homework. This should be in accordance with agreed methods, schemes and policies of the school
- To accept responsibility for effective teaching and organisation of the class/groups of children as required by the Headteacher
- To review the effectiveness of own teaching and its impact on the learners' attainment and well being
- To assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment
- To create and maintain a well-organised, stimulating, safe and tidy learning environment, providing a high standard of display both in the classroom/work area and around the school
- To review the impact of feedback provided to learners
- To plan opportunities to contribute to pupil's spiritual, moral, social, emotional and cultural development ensuring the well being of all children
- To contribute to the development of the curriculum by taking an active part in staff discussions, planning, evaluation and inset, to ensure the co-ordination of the work of the school as a whole
- To develop positive relationships with parents and meet with them at parents' evenings and as necessary throughout the year to share targets and review progress
- To write end of year reports
- To plan, set and assess homework
- To work as a team member with colleagues

### Other Duties

- To support the faith life of the school
- To contribute to documents relating to procedures within school and to review such procedures with other teachers
- To liaise with the official agencies concerned with the welfare of children and to inform the named person of any children in need of protection because of abuse or neglect
- To undertake an equal share of playground duties and rota duties for school activities and be willing to take part in extra curricular activities
- To attend and participate in staff meetings and INSET as requested by the head teacher
- To attend and participate in planning meetings with colleagues as required
- To pay due attention to work times as detailed in staff conditions policy documents
- To undertake any other task the head teacher may require which can be deemed reasonable for the efficient running of the school

Signed:

Date: