

**St Mary’s Catholic Primary School**

**Job Description**

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| **Post Title:** | KS2 Class teacher |
| **Salary Grade:** | Teachers’ Main Pay Scale / UPS/ TLR 2a ( further discussed at Visit) |

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| **Accountable to:** | The Head Teacher |
| **Staff responsible for:** | You will be responsible for directing the work of support staff within the classroom, work experience volunteers and parent helpers. |

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| **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 (2013). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.  **This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.**  **You are required to perform any such tasks or duties that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school.** |

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| **Professional Duties:**  **Teaching**   * Undertake the normal responsibilities of the class teacher acting as an exemplar for outstanding practice. * Plan clearly sequenced lessons to ensure progression in learning and be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate * Ensure the content is made clear and explicit for each lesson and use principles of instruction for high quality teaching * Be accountable for the attainment, progress and outcomes of pupils’ you teach * Be aware of pupils’ capabilities, their prior knowledge and plan teaching and use adaptive teaching strategies appropriately to build on these demonstrating knowledge and understanding of how pupils learn * Have a clear understanding of the needs of all pupils, including those with special educational needs; EAL; disabilities; and be able to use and evaluate adaptive teaching approaches to engage and support them * Demonstrate an understanding of and take responsibility for promoting high standards of English including the correct use of spoken English (whatever your specialist subject) * Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment * Make accurate and productive use of assessment to secure pupils’ progress * Give pupils regular feedback, both orally and written, and expect pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study * Use relevant data to monitor progress, set targets, and plan subsequent lessons * Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate * Adhere to school curriculum policies to ensure consistency throughout school * Ensure that parents are well informed about the curriculum, targets, children’s progress and attainment in the allocated year groups * Contribute to the School Improvement Plan and promote the learning priorities of the school. * Participate in the school’s agreed system of performance management. |
| **Behaviour and Safety**   * Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils * Be responsible for the pastoral care of pupils in a class and oversee the pastoral care of all pupils in the allocated year groups, promoting self-discipline and good behaviour at all times, in accordance with school policies; * 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 resilience 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. |
| **Team Work and Collaboration**   * Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies * Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them * Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil * Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school * Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document * Work collaboratively with others to develop effective professional relationships |
| **Fulfil wider professional responsibilities:**   * Lead a curriculum subject with positive outcomes for all children throughout school (EYFS to Y6) * Deploy support staff effectively as appropriate * Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate * Communicate and co-operate with relevant external bodies * Make a positive contribution to the wider life and ethos of the school, including extra-curricular activities and school events * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality |
| **Professional development**   * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues * Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal |

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| **Equal Opportunities:**  We are committed to equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. As a school, we will ensure that the policy is properly applied. |
| **Health and Safety:**  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 general statement of health and safety policy. |
| **Safeguarding Commitment:**  St Mary’s Primary School is committed to safeguarding and promoting the welfare of children and young people – see policy on school website - and expects all staff and volunteers to share this commitment. All staff are subject to an initial and updated DBS, an induction period and the guidance on disqualification by association.  The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any offer of employment will be subject to satisfactory references and an Enhanced DBS check. |

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| **TLR role and responsibilities**  **Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum**   * To assist the Head Teacher and Senior Leadership Team in leading and managing the school * To provide strategic leadership for the development and management of a subject or curriculum area * To identify areas for development and improvement linked to the school improvement plan and national and local initiatives. * To plan and oversee the delivery of continuous professional development for a specific area identified with the Head Teacher. * To promote up to date pedagogy based on relevant research to improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum in agreed areas of the curriculum. * To contribute to the school evaluation process.   **Lead, develop and enhance the teaching practice of other staff**   * To act as a role model of good practice for other teachers, modelling effective strategies with them. * Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments |

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

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_