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## St Joseph's Catholic Primary School Job Description

Post Held: Full Time Permanent Class Teacher

Salary Scale: MPS/UPS

### GENERAL DUTIES

You are required to carry out the duties of a teacher, as set out in part X11 of the conditions of employment for teachers in the School Teachers Pay and Conditions Document.

The post requires you to teach pupils and carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school.

These include the following general responsibilities:

1. To work with the Headteacher to maintain, promote and contribute to the Catholic Ethos of the school and the development of the Catholic life of the school in accordance with the school's mission statement, aims and objectives.
2. To carry out responsibilities for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy.
3. To share the responsibility for the health and well-being of all pupils.
4. Work as a class teacher providing an effective, relevant, meaningful and balanced curriculum for all pupils.
5. To take the lead role in the planning and organisation of the curriculum, including classroom management and organisation of resources.
6. Establish and maintain good relationships with colleagues, working as part of the team in all aspect of school development, to ensure effective transition between classes and, where appropriate, key stages.
7. Plan, prepare work for self and pupils (groups and individuals) in order that effective learning can take place, ensuring commitment to the highest standards and expectations.
8. To assess pupils' learning and record pupils' development, progress and attainments, keeping records of children's progress in line with school policy.
9. Plan, deliver and mark a quality of education that matches the needs of all pupils in your class to ensure that they meet their full potential.
10. Provide a stimulating and effective learning environment.
10. Work in partnership with parents/carers in providing a quality educational experience for all children.



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11. Participate in whole school curriculum developments through staff meetings and Continuing Professional Development.
12. Implement Equal Opportunities in all aspects of school life.
13. Provide direction/supervision for other adults providing support for children in your class.
14. Attend assemblies, register the attendance of pupils and supervise pupils.
15. Attend school events and functions in your role as wider professional duties as required.
16. Have due regard for the school's aims, objectives and schemes of work, and any other policies of the Governing Board.
17. Evaluate own teaching critically and engage in the performance management cycle and monitoring and evaluation cycle in order to continually improve effectiveness.
18. To meet deadlines set to ensure timely information reaches the relevant colleague and to aid the smooth running of school systems and procedures.
19. To take an active part in running or organising extra-curricular activities for the children and support fund-raising activities.
20. To undertake any other duties deemed reasonable by the Head Teacher.



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