



**St Mary's &
St Benedict's**
RC Primary School

Job Description for a Main Scale Class Teacher

Responsible to: The Head Teacher

Job Purpose: To provide a consistently high-quality educational experience for all children.

Duties of the role:

- ✓ The teacher is required to carry out the duties of a School Teacher as outlined in the Conditions of Employment in the School Teachers' Pay and Conditions Document.
- ✓ To continue to consistently meet the required standards for QTS and Teachers.

Knowledge and understanding.

- ✓ 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.
- ✓ To carry out responsibilities to promote and safeguard the welfare of all children according to the school's policies and procedures.
- ✓ To be responsible for a class and plan for and work with Class Teaching Assistants.
- ✓ To develop friendly and trusting relationships with pupils that will encourage them to take full advantage of the learning opportunities provided and to maintain the highest standards of discipline conducive to good work and behaviour, within and outside the classroom.
- ✓ Understand and know how national, local and school data can be used to set clear targets for pupils' achievement.

Planning.

- ✓ To plan and 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.
- ✓ To plan and differentiate accordingly for the various needs and abilities of all children to ensure that they meet their full potential.
- ✓ To be responsible for all marking, assessment and record keeping within their class as detailed in the school's Assessment, Reporting and Recording Policy.
- ✓ To submit plans as necessary.

Teaching and Learning.

- ✓ To plan, deliver and evaluate consistently 'good' lessons which are evidenced through lesson observations, book scrutiny and informal walk-throughs.
- ✓ To be responsible for the smooth transition of pupils between classes, with regard to curriculum records, health information, pastoral information and other relevant information.
- ✓ To create a stimulating, relevant classroom environment that supports the learning process and encourages pupils to fulfil their potential.
- ✓ To co-operate with other members of staff in seeking to achieve the aims and objectives of the school.
- ✓ To be aware of the needs of others, maintaining good communication and positive working relationships.
- ✓ Create and maintain an environment and a code of behaviour in accordance with the school behaviour policy.
- ✓ Be familiar with the SEND code of practice and identification, assessment and support of pupils with special educational needs. To understand that Quality First Teaching is paramount.
- ✓ Evaluate own teaching critically and engage in the monitoring and evaluation cycle in order to continually improve effectiveness.

- ✓ To strive to meet targets set from the performance management cycle (unless inapplicable because teacher is an ECFT).

Assessment, monitoring, record keeping and accountability.

- ✓ To ensure that assessment, reporting and recording is appropriate, informative and in line with the school's Assessment, Reporting and Recording Policy.
- ✓ Assess and record each pupil's progress systematically according to school policy and use this to inform future planning.
- ✓ Mark and monitor class work and homework providing consistent feedback and set targets for future progress.
- ✓ Provide reports on individual progress at Pupil Progress Meetings for SLT and Parents' Meetings and end of year reports for parents.
- ✓ To apply the principles of Assessment for Learning in the classroom.

Other professional requirements.

- ✓ To meet deadlines set to ensure timely information reaches the relevant colleague and to aid the smooth running of school systems and procedures.
- ✓ To take an active part in running or organising extra-curricular activities for the children and support fund raising activities.
- ✓ To assist in the development of strong links between school and home by meeting and co-operating with parents in both formal and informal situations.
- ✓ To assist in the development of strong links between school and parish by meeting and co-operating with parishioners in both formal and informal situations.
- ✓ To undertake personal and professional development such as attending courses or observing practice of other teachers.
- ✓ To work closely within the phase team; to listen to the phase lead and to apply advice and guidance from the phase lead as required.
- ✓ To undertake any other duties deemed reasonable by the Head Teacher