

Class Teacher

Job Description

POST TITLE:	Teacher
GRADE:	Main Pay scale – Upper Pay Scale
CAR USER:	N/A
LOCATION:	St Anne's and St Joseph's RC Primary School, a Voluntary Academy
RESPONSIBLE TO:	Executive Headteacher

JOB PURPOSE: Role of Class Teacher

To provide high-quality educational experience for all children.

MAIN ACTIVITIES: What prescribed duties the postholder will have

General Duties and Responsibilities

To carry out the duties of a school teacher as set out in the 'School Teachers' Pay and Conditions' document; to continue to meet the required standards for Qualified Teacher Status; to maintain, promote and contribute to the Catholic ethos of the school and the development of the Christian life of the school in accordance with the school's Mission Statement, aims and objectives.

Knowledge and Understanding

- Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies and other relevant initiatives
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development
- Demonstrate IT skills and be prepared to continue to develop these further through the professional development process
- Become familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies
- Understand and know how national, local comparative and school data, can be used to set clear targets for pupils' achievement
- Know and understand the Catholic ethos and aims of the school and be able to participate in the activities of the school

Planning

- Plan and deliver the teaching programme for all children within the class with regard for the school's aims, policies and schemes of work
- Provide clear structures for lessons and for sequences of lessons which maintain pace, motivation and challenge
- Submit plans as requested
- Ensure efficient use and maintenance of all teaching resources within the classroom and working environment and see that available resources are used efficiently to support the curriculum

Teaching and Learning

- Deliver lessons planned whilst also taking account of the role of assessment for learning
- Create and maintain an environment and a code of behaviour in accordance with the school behaviour policy and in which children feel safe and confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs

- Address the individual needs of the children in teaching, taking account of the need for differentiation and by liaising with support staff
- Ensure that children have a clear idea of what is expected and understand what they are aiming for
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment so that teaching objectives are met
- Evaluate own teaching critically and engage in the performance management cycle in order to improve effectiveness

Pastoral Support

- Use the PSHE curriculum and other strategies to address individual social, behavioural and personal needs
- Liaise as appropriate with other agencies for the well-being of the child
- Promote the health and well-being of children within the class
- Work with staff in school to support the identify and meet the individual needs of all children
- Understand, identify and overcome potential barriers to learning

Monitoring, Assessment, Recording, Reporting and Accountability

- Apply the principles of assessment for learning in the classroom
- Assess and record each pupils' progress systematically according to school policy and use to analyse and inform future planning
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress
- Provide reports on individual progress to the Headteacher and parents as required

Additional supporting information – specific to this post.

The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions document.

- Establish and maintain effective working relationships with professional colleagues and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for own professional development
- To contribute to the role of the Catholic School in the parish and the wider community
- To contribute to the life of the school through involvement in out of school activities and professional development opportunities

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by:

RCAT HR Department

Date: March 2025

Equal opportunities

We are committed to achieving 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.

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

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.