"I called you by your name, you are mine." Isaiah 43

ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Class Teacher Job Description

Designation: Class Teacher

Responsible to: The Governing Body via the Headteacher

Main Purpose:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and Responsibilities:

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- The education and welfare of a designated class or group of pupils in accordance with the requirements of the School Teacher's Pay and Conditions Document. The performance of these duties is under the direction of the Headteacher.
- To promote the ethos of the Catholic school within the context of our mission statement and values.
- To plan, teach, monitor, assess and evaluate the education programme for the children taught.
- To share in the corporate responsibility for the well-being of all pupils.
- The teaching of the children within your charge with due regard to the requirements of the National Curriculum, the school's aims and objectives and schemes of work and any policies of the LA and Governing Body.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Professional duties:

- To be responsible for teaching of primary age children according to their educational needs – providing an adaptive, inclusive, balanced, progressive, caring and stimulating curriculum in line with school and statutory requirements.
- To plan and prepare courses and lessons appropriate to the educational needs of the children within your class, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.
- To develop a lively and stimulating learning environment with good access to resources.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Work with all members of staff and parents to ensure that school's behaviour policy is implemented and to work at all times towards the happy, self-regulated child.

- To liaise with Senior Leaders and other appropriate persons in connection with advice and co-operation concerning the teaching and pastoral care of the pupils assigned to your class or group.
- To demonstrate a commitment to equal opportunities and inclusion and a sensitivity to the needs and abilities of the individual child.
- To attend and participate in meetings and training at the school, or elsewhere as directed, which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- To share fully in the school's corporate responsibility for the well-being and good behaviour of all pupils.
- To keep abreast of trends and developments in education, contributing to the whole school learning ethos.
- To plan and supervise, in conjunction with the SENCO, the work of support personnel assisting in the classroom.
- To advise and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of specific subjects, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Assessment, recording, reporting

- To maintain a high standard of record keeping and assessment to demonstrate children's progress, development and attainment; using a variety of methods according to national curriculum requirements and school policies.
- To assess, record and report on the development, progress and attainment of the pupils whom you teach.
- To be responsible for monitoring and reporting to the Senior Leadership Team and parents on the progress of children in the class, both formally and informally.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for statutory examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

- To develop good relationships with parents/carers for the benefit of their child's education.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Note and respond to all messages left on staff notice board, emails or in staff pigeonholes.
- Ensure that all accidents, behavioural incidents and Child Protection concerns are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions.
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Subject leader responsibility

(This does not apply to Early Careers Teachers in their first year of teaching)

- To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
  In particular:
- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the Deputy Head teacher or Headteacher.
- To assist the Headteacher with the revision of policy and practice in your curriculum area as and when necessary.
- To maintain financial records of resources and work within a set budget.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- Relating positively to and showing respect for all members of the school and wider community ongoing relevant professional self-development.
- To undertake, with all other members of staff, general responsibilities concerned with the day-today running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution and promote the wider life and ethos and values of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Safeguarding

- To ensure the children's safety at all times.
- Staff are expected to follow a code of conduct and should act in a professional manner at all times.
- Must have an Enhanced DBS Check and at least 2 successful references.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Other skills

- To have a good knowledge and understanding of the National Curriculum.
- To be able to work as a member of a team.
- To liaise with relevant staff to ensure high standards of work.
- To have good interpersonal skills.
- To use good organisational skills and liaise with colleagues accordingly.
- To communicate orally and in writing effectively with colleagues, governors and parents.
- Where appropriate to provide support and training for colleagues.
- To keep appraised with local, national and global developments.
- To keep accurate records in accordance with the school's policies.

This job description does not form part of the contract of employment. It describes the way the job holder is expected and required to perform and complete the particular duties as set out above.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____