

St Bernadette's Catholic Primary School

Job Description for Class Teacher

Job Profile: Class Teacher

Responsible to: Head Teacher

Job Purpose:

- 1 To implement the Mission Statement and contribute to the ethos and development of the school through personal example, having due regard for its status as a Catholic school.
- 2 To discharge the professional duties and responsibilities of a qualified teacher
- 3 To provide a happy, welcoming and motivating learning environment, where children enjoy learning and the challenges of new experiences.
- 4 To promote and celebrate high standards of achievement through excellent practice in all spheres of school life.
- 5 To provide leadership and management in one or more areas of responsibility.

Contract: The post is subject to:

- 1 CES contract and regulations.
- 2 Conditions of Service of School Teachers in England and Wales.

Professional accountabilities:

The duties are set out in the current School Teachers' Pay and Conditions Document and are outlined below:

- 1 Undertake the responsibilities of a class teacher in relation to the class allocated.
- 2 Have knowledge of, and keep up to date with, the National Curriculum and Diocesan RE programme.
- 3 Plan and deliver the teaching programme for all pupils within the class with regard to the school's aims, policies and schemes of work.
- 4 Provide clear structures for lessons and units of work that maintain pace, motivation and challenge.
- 5 Ensure effective teaching of whole classes, groups and individuals using a variety of teaching and learning styles to engage pupils and promote high standards of behaviour and attainment.
- 6 Select and make good use of ICT for classroom and management support.
- 7 Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- 8 Assess and record individual pupils' progress with regard to the school's policies and use the information to provide feedback, set targets and inform planning.
- 9 Provide oral and written assessments and reports on the progress of all pupils in the class to the Head Teacher and parents as required.
- 10 Work within the Code of Practice relating to Special Educational Needs.

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- 11 Have an overview of your area/s of responsibility throughout the school, having regard to the requirements of the National Curriculum, continuity, progression, assessment and special needs. Keep staff, parents, governors and pupils informed of current developments.
- 12 Prepare and revise, as necessary, any documents which may be required for your area/s of responsibility, including policy statements, schemes of work, pupil profiles and reports to parents, in consultation with the Head Teacher and all other members of staff.

Other Activities:

- 1 Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- 2 Contribute to the well-being of all members of the school by maintaining an orderly and calm environment.
- 3 Maintain good order and discipline among pupils and safeguard their health and safety both when they are authorized to be on the school premises and when they are engaged in authorized school activities elsewhere.
- 4 Lead and participate in Collective Worship.
- 5 Provide guidance and advice to pupils on educational and social matters, having regard to the status of the school.
- 6 Liaise with outside bodies as necessary.
- 7 Make records of, and reports on, the personal and social needs of pupils.
- 8 Establish and maintain effective working relationships with colleagues and parents.
- 9 Participate in staff meetings; attend professional training days and meetings with parents and colleagues.
- 10 Participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers.
- 11 Reflect upon and evaluate own practice and set targets to improve effectiveness.
- 12 Take responsibility for personal professional development in relation to the roles held in school.
- 13 Have particular supervisory responsibility for such support staff or students as may be allocated to your class and all parents who may assist you in the classroom or with other authorized activities.
- 14 Have knowledge of the school's systems and structures as outlined in the staff induction book and school policy documents, including child protection and health and safety procedures.

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post. All appointed will need to be flexible in order to meet the changing needs of our school.

St. Bernadette's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

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