

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Class Teacher

Employer: The School Governing Body

Responsible to: The Headteacher

Line managed by: Assistant Headteacher

General Duties:

To carry out the duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document having due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

Generic Responsibilities (Class Teacher)

- To teach a class at any level throughout the school.
- To be a committed and active member of the staff team and school community.
- To be responsible for the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans.
- To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.
- To maintain effective records of pupil progress of your assigned class, including groups and individual pupils, teacher assessment and any other agreed system.
- To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care.
- To be committed to the maintenance of high standards and quality of education throughout the school.
- To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display.
- To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school, including termly progress reports.
- To promote the vision, aims and values of the school and to contribute to their development.
- To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policy making.
- To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Headteacher from time to time.

Mandatory Duties:

- **Safeguarding**

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

- **Health and Safety**

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

- **Equal Opportunities**

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the SCE Equal Opportunities Policy

This document is signed as having been negotiated, agreed and seen by the teacher and headteacher. It will be reviewed annually.

Signed.....

Class Teacher

Date.....

Signed.....

Headteacher

Date.....