



St Joseph's Catholic Primary School
Hazelgrove Road, Haywards Heath
West Sussex, RH16 3PQ

JOB DESCRIPTION FOR CLASS TEACHER

Responsible to the Headteacher, Assistant Headteachers and Governors

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Job purpose

- To carry out the professional duties of a class teacher as set out in the current School Teacher's Pay and Conditions Document and in accordance with the school's policies under the direction of the Headteacher
- To contribute to raising standards of pupil attainment
- To play a full part in the life of the school community

Core requirements of the post

- To teach all the National Curriculum subjects
- To teach according to the educational needs of the children including the planning, preparation and assessment of the work to be carried out by them
- To set and maintain high expectations for good behaviour and discipline for the class and share and support general whole school maintenance of the behaviour and discipline policy
- To ensure Safeguarding and Health and Safety policies are observed
- To support and work within the Catholic ethos of the school
- To take pastoral responsibility for the pupils in the class and liaise with their parents
- To maintain good punctuality, planning, record keeping, classroom organisation and communication
- To maintain an inspiring and creative learning environment and contribute towards the wider school learning environment

Planning, Teaching and Class Management

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed using the school's agreed format.
- To set appropriate/differentiated tasks that challenge pupils and ensure high level of interest
- To identify and support SEND and able pupils, working closely with other colleagues and SENCO to ensure work meets the needs of all pupils
- To be responsible for planning engaging lessons including awe and wonder moments
- To have a clear understanding of the needs of all pupils, including those with special education needs, those of high ability, those with English as an additional language, those with disabilities, and be able to use and evaluate distinctive teaching approaches to engage and support them
- To use a variety of teaching strategies which involve planned adult intervention, first hand experience and play and talk as a vehicle for learning
- To encourage pupils to think and talk about their learning and develop self control and independence
- To write and keep records, ILPs, reports, targets and assessments
- To liaise with colleagues regarding pupils' progress and needs especially at times of transfer
- To evaluate own teaching critically and use this to improve own effectiveness
- To plan and support the deployment of teaching assistants working with pupils in the class
- To monitor the subject through lesson observation, moderation and scrutiny of pupils' work to ensure consistency of standards and expectations
- To fulfil the requirements of Performance Management and Continued Professional Development

Monitoring, Assessment, Recording and Reporting

- To mark and monitor pupils' class and homework providing quality oral and written feedback and setting targets for pupils' progress
- To assess and record pupils' progress systematically and monitor pupil progress to inform future planning
- To prepare and report pupil progress and levels of attainment to parents during consultation evenings
- To report to Governors and staff as required

Other Professional Requirements

- To attend and participate in INSET days, staff meetings and planning meetings
- To work to and achieve any set deadlines
- To set a good example to pupils and colleagues in presentation and personal conduct
- To fulfil school duties such as cover for the playground in accordance with the post
- To endeavour to give every child the opportunity to reach their potential and meet high expectations
- To establish and nurture effective relationships with a range of stakeholders
- To take part in marketing and liaison activities such as Parent Workshops and events with locality schools