The Federation of St Elphege's and Regina Coeli Catholic Schools

Class Teacher

Job Description

Job Title:	Class Teacher
Salary:	M1-UPS3 Outer London
Line Manager:	Deputy Head Teacher
Start Date:	1st September 2023

Duties

Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD). The duties outlines in this job description are in addition to those in STPCD and should be read together with that document.

Safeguarding

- Safeguard the health and safety of all children and take appropriate action and report concerns to the School's Safeguarding Designated Officers.
- Ensure pupils are free of harm by making them aware of how to keep themselves safe.
- Undertake Safeguarding and Child Protection training and promote Keeping Children Safe in Education according to DfE guidelines and school policy.

General

- Promote the agreed vision and values of the school.
- Have regard for and contribute to the Catholic ethos of the school which aims to assist the children in their spiritual growth as individuals and members of a community.
- Provide a safe, welcoming, organised, creative and engaging learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all policies agreed by the Governing Body.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Encourage parental support in and out of school.
- Take part in the wider life of the school and support the activities in which the school engages in regard to the Diocese and LA.

Teaching, Learning and Assessment

- Plan and prepare pupils' work and lessons within the parameters laid down by the school schemes of work and in line with the Foundation Stage Guidance, National Curriculum and SEN Code of practice.
- Plan and organise resources within the classroom environment which will enable the delivery of the planned curriculum and enable all pupils to maximise their learning opportunities.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Maintain high expectations and insist the children always produce their best.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Be committed to high standards of attainment and progress.
- Maintain good order and discipline among pupils when they are in school and engaged in school activities elsewhere.
- Organise outings/visitors to the school to enrich the curriculum.
- Be prepared to take responsibility for an extra-curricular activity.

Evaluation, Assessment and Record Keeping

- Mark work and provide regular feedback, according to the agreed Marking and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.
- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.

Other Responsibilities

- Take and/or share responsibility for a curriculum area.
- Participate in scheduled meetings, including professional development.
- Participate in duty rosters, including assemblies.
- Participate in the schools' arrangement for performance management and other professional development activities.
- Facilitate the training of students as required.
- To undertake reasonable duties as directed by the leadership team.

Signed: _____ **Date:** _____