

St. Joseph's Catholic Primary School, Oxford

*"Let us protect with love all that God has given us"
(Pope Francis 19.03.2013)*



Job Title: Class Teacher

Responsible to: Headteacher and Key Stage Co-ordinator

Job Purpose: as a member of the whole staff team, take responsibility for the effective teaching and pupils' progress and achievement.

Objectives:

The class teacher is expected to:

- manage an effective classroom
- ensure that each pupil reaches the highest level of attainment
- liaise with key stage and curriculum manager to ensure effective teaching and learning within the classroom
- use TA support productively to raise pupil achievement.

Areas of Responsibilities and Key Tasks

Teaching, learning and the curriculum

1. to plan and prepare lessons that conform to the requirements of the national curriculum
2. to teach assigned groups of pupils to the highest standards according to their educational needs, including setting and marking work carried out by the pupil in school and elsewhere
3. to assess, record and report pupil progress and attainment in line with school policy
4. to work with colleagues to ensure that curriculum plans form part of a coherent strategy for raising pupil achievement across the curriculum
5. to prepare and present informative reports to parents
6. to maintain good order and discipline among pupils and safeguard their health and safety
7. to be sensitive to the pastoral needs of pupils in the school
8. to create a pleasant effective and safe learning environment.
9. to advise the key stage and curriculum co-ordinators regarding the need for new resources.
10. to maintain existing resources and explore opportunities to develop new learning opportunities for pupils.

Professional Knowledge and Understanding

1. to ensure personal professional development by attending INSET relevant to the needs of the SDP and your own personal targets
2. to participate in any arrangements within a nationally agreed framework for the appraisal of teachers
3. to participate in meetings at school which relate to the curriculum, administration or organisation of the school (including pastoral arrangements).

Points of Reference:

- Our Mission
- School Development Plan
- Whole School policies
- Curriculum Maps
- Job expectations at St Joseph's Catholic Primary School, in accordance with the provisions of 'School Teachers Pay and Conditions Document' and within the range set out in that document.

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