

# Job Description for Teachers

**(Not to be used in the case of a Head Teacher, Deputy or Assistant Head Teacher.)**

School/Service: HOLY NAME CATHOLIC PRIMARY SCHOOL

Name:

Post Title: CLASS TEACHER

Effective Commencement Date: 01.09.24

The postholder is immediately responsible to: HEADTEACHER and DEPUTY HEADTEACHER

## 1. (a) **General Professional Duties and Responsibilities**

The postholder is required to carry out under the reasonable direction of the Head Teacher (or Head of Service) the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.

- (b) The postholder must at all times carry out her/his responsibilities with due regard to the Council's Equal Opportunities Policy.

- (c) **Particular Responsibilities** (These do not include or imply any voluntary activities.)

### **Learning Environment**

- (a) Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- (b) Make use of the local arrangements concerning the safeguarding of children and young people.
- (c) Identify and use opportunities to personalize and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts.

- (d) Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- (e) Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
- (f) Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- (g) Cooperate with health and safety requirements.
- (h) Report all defects on the maintenance forms and return them to the office.
- (i) Complete the action risk assessments for all potentially hazardous on/off site activities.
- (j) Inform employer of any "Near-Misses".
- (k) Be familiar with the emergency action plans for fire, first aid and off site issues.
- (l) Raise health and safety issues with pupils.

### **Team Work and Collaboration**

- (a) Promote the wider aspirations of the school and fully support its Catholic ethos.
- (b) Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- (c) Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- (d) Promote collaboration and work effectively as a team member.
- (e) Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

### **Tasks that are reasonable to ask all class teachers in Holy Name Catholic Primary School:**

- (a) To annually write an action plan in consultation with a member of the Senior Leadership Team.
- (b) To annually review in consultation with others the policy and procedures for named area of responsibility coordination in the school, including risk assessments.

- (c) To annually audit strengths and weaknesses for named area of responsibility coordination to identify resources and training needs, alerting the Headteacher to the outcomes.
- (d) To arrange for the named area of responsibility coordination resources to be ordered and disseminated where needed.
- (e) To attend for named area of responsibility coordination training to represent the school, giving feedback on good practice and recommendations where we need to change our strategies of practice.
- (f) To be involved with lesson observations for named area of responsibility coordination alongside a member of the Senior Leadership Team, carry out work scrutiny and pupil interviews, plus planning, collating information against an agreed framework giving findings to Headteacher.

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## Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher with the postholder.

Issued by: \_\_\_\_\_  
(Head Teacher/Head of Service)

Date of issue: \_\_\_\_\_

Received by: \_\_\_\_\_  
(Postholder)

Date received: \_\_\_\_\_

One copy of the Job Description should be retained by the Head Teacher/Head of Service, one copy given to the postholder and one copy sent to Employee Services.