



# The St Gregory the Great Catholic Academy Trust

*'Where love exists, it does great things'*

Job Description	
Role	Class Teacher
Grade	MPS/UPS
Responsible to	Headteacher

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment.

The postholder will be expected to undertake duties in line with the professional standards for qualified teachers (Teachers' Standards) and uphold the professional code of the General Teaching Council for England.

## Purpose of Role

To endeavour to give every child the opportunity to reach their potential and meet high expectations

To promote and ensure the welfare and safeguarding of children at all times.

## Role Responsibilities

### PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;

## **ADDITIONAL STANDARDS FOR NURSERY AND EARLY YEARS**

- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.

## **MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

## **Teachers on the Upper Pay Scale**

- Act as mentor or coach to teaching or trainee teaching colleagues as directed
- Contribute to curriculum development by sharing professional expertise with colleagues and advising on effective practice.
- Make a sustained and substantial contribution to the whole school in line with the expectations of a post-threshold teacher

## **General Responsibilities**

- to participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- to improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- to work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- liaise effectively with parents and governors.
- play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.
- be aware of and comply with school and Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust
- recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- take on any additional responsibilities which might from time to time be determined.