

**THE DUNSTAN CATHOLIC  
EDUCATIONAL TRUST**

C/O St Joseph's Catholic  
Primary School,  
Park Avenue,  
Bridgwater  
TA6 7EE

**E:** office@thedcet.com

**W:** www.thedcet.com



***Job Description and Person Specification for the role of Class Teacher***

**Job title:** Class Teacher

**Location:** St Mary's Catholic Primary School, Chippenham

**Responsible to:** Head Teacher and Senior Leadership Team

**Salary grade:** Main Scale

**Hours:** 0.4 FTE

**Job Purpose:**

- Teach a class of pupils; ensuring that planning, preparation, recording, assessment, and reporting meet the varying learning and social needs of the pupils
- Maintain the positive ethos and core values of the school, both inside and outside of the classroom
- Contribute to the constructive team building amongst teaching and support staff, parents, and governors
- Ensure that the current national conditions of employment for schoolteachers are met
- Demonstrate all the key teaching standards in everyday duties and teaching
- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the School.
- Perform their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies.
- Comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.
- Contribute to and support the overall aims and ethos of the Trust.
- Deal with highly confidential and sensitive issues.

**Duties**

The position of class teacher will involve the following duties:

- Implement agreed school policies and guidelines with regards to Child Protection & Safeguarding, Health and Safety, Teaching & Learning, the Curriculum, Assessment, Inclusion (including SEND, Looked after etc.), Equal Opportunities, Specific Subjects, the various Personnel and Management requirements, as well as others determined by the Governing Body of St Mary's Catholic School
- Support initiatives decided by the Headteacher and senior leaders.

- Plan appropriately to meet the needs of all pupils, including those with SEND, Pupil Premium, EAL, high attaining or other significant groups.
- Make effective use of assessment and ensuring coverage of the National Curriculum.
- Provide effective feedback to secure sound learning
- Ensure pupils acquire and consolidate knowledge, skills and understanding.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning Report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the schools behaviour policy
- Communicate and co-operate with specialists and outside agencies.
- Lead, organise and direct support staff within and outside of the classroom.
- Participate in the performance management system of appraisal of their own performance.
- To be responsible for a curriculum area, as appropriate.
- To undertake additional tasks as reasonably requested by the headteacher, deputy head or senior leaders.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. These duties are reviewed regularly to reflect changes in roles or the national terms and conditions of service.

This job description is subject to regular review which can be initiated by either the post holder or the Headteacher and which in any case will be reviewed annually.

