



Job Description- Class Teacher



Salary and grade: Main Pay Scale/ UPS

Responsible to: The Principal and Local Governing Body

Reports to: Phase Leaders

Professional duties

The following duties shall be deemed to be included in the professional duties which a teacher (other than a Principal) may be required to perform, alongside adherence to the Teacher Standards (2013). It may be modified by the Principal, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching

- Planning, preparing lessons. Teaching according to the educational needs of the children, as determined by effective assessment for learning
- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him / her, delivering an appropriately broad and balanced curriculum
- Planning and preparing lessons and additional work
- Teaching, according to their educational needs, the pupils assigned to him / her, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment
- Assessing, recording and reporting on the development, progress and attainment of pupils

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him / her
- To contribute to the creation of a climate which enables other staff to develop and maintain positive attitudes towards their teaching
- Providing guidance and advice to pupils on educational and social matters and on their further education
- Making records of and reports on the personal, behavioural and social needs of pupils on DC Pro or other relevant recording system
- To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required
- Communicating and co-operating with persons or bodies outside the school; and participating in meetings arranged for any of the purposes described above

- Actively promoting the unique Catholic ethos of the school, including meeting requirements for collective worship
- Understand and act in accordance with the school's policies and procedures at all times
- Co-ordinate a subject area
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
- To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and LA or Emmaus MAC Policy and advice

Assessments and reports

- Assessing, recording and reporting on pupils' progress
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Ensure all school procedures are followed effectively, especially including those related to safeguarding, child protection and health and safety
- To support and discuss school policies with Governors and parents when requested to do so. To contribute towards the enhancement and broadening of the school's present policies

Appraisal or review of performance

- Participating in arrangements made in accordance with the 2012 Regulations for the appraisal or review of his performance and that of other teachers

Review, induction, further training and development

- Reviewing from time to time his / her methods of teaching and programmes of work
- Participating in arrangements for his / her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements where teachers are subject to the 2002 Regulations, or in planning and review statements where teachers are subject to the 2012 Regulations
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training

Educational methods

- Advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- To attend staff meetings and other professional training as appropriate

Cover

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them

External examinations

- Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting, such examinations

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

Working time

- A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so directs, by the Principal
- Such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work

Such a teacher shall work such reasonable additional hours as may be needed to enable him / her to discharge effectively his professional duties.