



## **Larmenier & Sacred Heart Catholic Primary School**

### **Job Description – Class Teacher**

The appointment is subject to the conditions of employment for Class Teachers contained in the current School Teachers' Pay and Conditions Document, the Teachers' Standards and other current legislation.

#### **Areas of Responsibility and Key Tasks**

##### **a) Planning, Teaching and Class Management**

To teach all pupils effectively and plan for their learning by:

- Providing a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Setting clear and high expectations and communicating these to pupils
- Planning a well-sequenced curriculum so that knowledge and skills are built incrementally
- Identifying clear learning objectives and planning how best to teach and assess pupils
- Adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding, e.g. through scaffolding
- Providing effective feedback to reinforce learning and preempt or address misconceptions in order to move learning on
- Setting tasks, including homework, which challenge pupils and ensure high levels of interest
- Meeting the needs of all pupils, including those identified with Special Educational Needs and/or Disabilities, Pupil Premium, English as an additional language, high attaining pupils or other significant groups
- Ensuring pupils acquire and consolidate knowledge, skills and understanding, appropriate to the subject taught
- Demonstrating own secure subject and curriculum knowledge
- Critically evaluating own teaching practice to improve effectiveness
- Liaising effectively with appropriate teachers who provide classroom cover, e.g. supply cover for course attendance.

##### **b) Monitoring, Assessment and Reporting**

- Assess how well learning objectives are being achieved in relation to expected learning outcomes
- Mark, monitor and provide feedback on pupils' work in line with school policy
- Assess pupils' learning systematically and review progress within lessons and over time
- Use assessment outcomes to inform planning and intervention
- Report summative assessment outcomes termly as part of the school's assessment procedures
- Develop a secure understanding of primary statutory assessments and the related requirements
- Prepare and present informative reports to parents/carers and outside agencies, as appropriate.

### **c) Other Specific Responsibilities**

- Ensure that the Catholic ethos and vision of the school underpins all elements of practice
- Have a secure working knowledge of Teachers' Standards and legal responsibilities
- Operate at all times within the stated policies and practices of the school. This includes complying with statutory procedures and policies relating to safeguarding, the equalities duty, health and safety, confidentiality and data protection; reporting concerns to school leadership
- Maintain high standards of attendance and punctuality
- Establish effective working relationships and set a good example through high levels of personal and professional conduct
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Be committed to the maintenance of high standards and quality education throughout the school
- Liaise effectively with parents/carers and Governors
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Lead, organise and direct support staff within the classroom
- Contribute to the corporate life of the school through effective participation in meetings and systems necessary to coordinate the management of the school
- Make a positive contribution to the wider life and ethos of the school
- Attend assemblies, school masses, and other religious observances and events, and contribute to the preparation of these throughout the school year
- Support initiatives prioritised and led by school leaders at all levels
- Advise and cooperate with the Headteacher and other teachers in the provision of policy statements
- Participate in the development review system for the appraisal of their own performance, or that of other staff
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Undertake any other relevant tasks as required by the Headteacher according to the needs of the school
- Lead a curriculum area, as appropriate
- Mentor, guide and support trainee teachers.

This job description may be amended at any time following consultation between the Headteacher and member of staff.