



# Corpus Christi Catholic Primary School

Chestnut Grove, New Malden, Surrey KT3 3JU  
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## Job Description

Job Title	Class Teacher	Name:	
Department or area	Corpus Christi Catholic Primary School		
Responsible to:	Head teacher		
Purpose of the post	<ul style="list-style-type: none"> <li>To ensure the development of pupils by teaching the agreed school curriculum with due regards for the aims and objectives of the school and the needs of the individual pupils</li> <li>To lead a curriculum subject area throughout the school (if not ECT)</li> <li>To support the Catholic ethos and core values of the school, both inside and outside of the classroom</li> <li>To have the welfare , safeguarding and care of all children as a priority</li> </ul>		
Main responsibilities	<ul style="list-style-type: none"> <li>To carry out the professional duties of a teacher as identified in the current Pay and Conditions Document, as circumstances may require, under the direction of the Head teacher</li> <li>To be part of the school's team with a commitment to the school's aims, priorities, targets and development plans Curriculum</li> <li>To plan monitor and evaluate curriculum delivery, according to curriculum requirements and school planning; preparing schemes of work, short and medium plans and lesson plans</li> <li>To administer and check weekly homework</li> <li>To ensure thorough record-keeping details are maintained for individual pupils and the whole class in accordance with agreed whole school procedure</li> </ul>		

- Develop a range of teaching skills which address school and national issues such as SEN, EAL, pupil premium, Summer born pupils, more able, looked after children and vulnerable children and enhance the thinking and independent skills of all pupils
- To plan and work with other adults to ensure all pupils make good progress. This includes carrying out the performance management of your teaching assistant and may require mentoring a new teaching assistant.
- Perform any reasonable duties as requested by the headteacher.

#### Pupils

- Promoting, and monitoring the educational, social, emotional, behaviour, health and economic well-being of all pupils in order for them to make a positive contribution to society
- To foster equality of opportunity for all pupils with particular reference to race, gender and disability and to promote British values
- To ensure pupil progress is maintained to a high level where expectations are clearly set and communicated to pupils and parents, including target setting and next step marking
- Maintaining good order and discipline among the pupils and safeguard their health and safety at all times
- Where educational, social and/or behavioural issues cause concern and may require SEN support, consult with the SENCo to prepare either an individual support plan or an Educational Health and Care plan for a pupil

#### Record Keeping

- Assessing, recording and reporting on the development, progress and attainment of pupils. Providing or contributing to oral and written assessment, reports and references relating to individual pupils and groups of pupils including using and interpreting SIMs.
- Making records of and reports on personal and social needs of pupils
- To ensure there is regular liaison between year groups and appropriate records are passed on

#### Personal Development

- Regularly review your methods of teaching and current curriculum
- Actively participate in arrangements for your further training and CPD as a teacher

#### Subject leader (if appropriate)

- To develop your subject in relation to the whole curriculum and to other subjects with regard to continuity and progression
- To contribute to the School Development Plan and work with senior leaders to meet SDP targets
- To review subject policy on a regular basis and monitor curriculum delivery
- To support class teachers with assessment, recording and reporting of pupils' progress
- To liaise with Governors, community partners, borough staff and outside agencies
- To attend cluster meetings and other appropriate INSET as directed by the Head teacher
- To promote your curriculum area by entering competitions, organising extracurricular activities, clubs, awareness days/ weeks, booking visitors and educational visits

	<p><u>Upper Pay Scale (if appropriate)</u></p> <ul style="list-style-type: none"> <li>• To lead by example and model best teaching practice at all times</li> <li>• To attend and contribute to Senior Leadership meetings</li> <li>• To work with senior leaders to meet SDP targets relating to pupil progress and attainment in the year group</li> <li>• To mentor and coach new members of the team/NQT's in the year group</li> <li>• To monitor teaching and learning of all team members</li> <li>• To co-ordinate extra-curricular events throughout the year</li> <li>• To ensure parents receive regular communication (curriculum newsletters/open mornings/feedback and target information)</li> <li>• To manage pupil behaviour and meet with parents if behaviour is not of a high standard</li> </ul>
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Key Internal Relationships	<ul style="list-style-type: none"> <li>• Head teacher and Senior Leadership Team, teaching staff, support staff and pupils</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>• Parents, community partners, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Ensure health and safety and child protection regulations are observed at all times</li> </ul>

Undertaking other duties as may reasonably be expected of a class teacher.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder*

Agreed by (signature): \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**PERSON SPECIFICATION – CLASS TEACHER**

Qualifications and Training	Essential / Desirable
Educated to degree level.	E
Qualified Teacher Status in the UK.	E
Practising Catholic or committed to the ethos of a Catholic school.	E
Experience	
Will have experience of teaching in a primary school environment.	E
Professional Knowledge and Understanding	
Must have a sound knowledge of the National Curriculum.	E
An understanding of pedagogy relating to learning and teaching of children.	E
An understanding of and commitment to the school policies, in particular the Child Protection and Safeguarding Policy	E
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular, underachieving groups of pupils, pupil with SEN and those who are multilingual.	E
Professional Skills and Abilities	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks.	E
Ability to manage learners' behaviour effectively and to support the behaviour for learning approach of the school.	E
Must be able to keep records of pupil progress in line with school policy.	E
Must be able to use assessments of pupils' learning to inform future planning.	E
Ability to plan and work collaboratively with colleagues.	E
Ability to evaluate and refine own practice.	E
Sound ICT knowledge and skills relating to teaching.	E

Personal Qualities	
Excellent communication skills both orally and in writing.	E
Ability to manage own work load effectively.	E
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	E
Show flexibility and collaboration skills.	E
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	E
Must be committed to the safeguarding of children.	E
Commitment to inclusion within the school.	E
Maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	E
Willing to engage parents in order to encourage their close involvement on the education of their children.	E