



## Our Lady of Lourdes Catholic Primary School

Curbridge Road, Witney, Oxfordshire OX28 5JZ  
01993 702480  
office@ololwit.org.uk

Principal: Mr D O'Connor



THE ARCHDIOCESE  
of BIRMINGHAM

### Class Teacher

*The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with canon law and teaching of the Roman Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham.*

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Principal; and the Principal, or other Senior Manager if appropriate, will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

### Areas of Responsibility and Key Tasks

a) 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 more 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:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;



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- select appropriate learning resources and develop study skills through library, ICT and other sources;
  - ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and
  - evaluate their own teaching critically to improve effectiveness.
- b) 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; and
  - prepare and present informative reports to parents.
- c) Other Professional Requirements. To:
- have a working knowledge of teachers' professional duties and legal liabilities;
  - operate at all times within the stated policies and practices of the school;
  - establish effective working relationships and set a good example through their presentation and personal and professional conduct;
  - endeavour to give every child the opportunity to reach their potential and meet high expectations;
  - contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
  - take responsibility for their own professional development and duties in relation to school policies and practices;
  - liaise effectively with parents and governors;
  - take on any additional responsibilities which might from time to time be determined;
  - to be responsible for a curriculum area; and
  - to lead assemblies on a rota basis.

Our Lady of Lourdes Catholic Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check along with other relevant pre-employment checks.