



St. Edmund's Catholic Primary School

Job Description: Class Teacher

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document and the National Teaching Standards.

Main purpose

- To support the Catholic ethos of the school and the school's mission statement and vision.
- To teach core and foundation subjects and achieve high quality teaching, effective use of resources and the highest standard and achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- To take an active and positive role in the development of the curriculum, attainment and progress for your class and year group.
- To promote the wellbeing of pupils in your care, complying with the school's Code of Conduct regarding confidentiality and upholding all safeguarding standards.

Duties and Responsibilities

Teaching

- Plan and teach well-structured lessons to assigned class, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Produce individual support plans for those children who may need them in consultation with the Inclusion Lead and meet parents as per the SEND Code of Practice
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- To complete an annual written report for each child during the summer term

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To be responsible for the pastoral care of the children in line with school policies (specifically R.E., Behaviour and P.S.H.E. policies)
- Make a positive contribution to the wider life and ethos of the school, for example, attending children's discos, helping at productions, running or support the running of after-school clubs
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

- To take responsibility for an agreed subject area throughout the school, completing an action plan and tasks to promote and improve its provision throughout the school

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Communication

- Communicate effectively with pupils, parents and carers
- To meet with parents/carers at agreed times during the year reporting on their child's progress

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to your class
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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Person Specification

Class Teacher



	Essential	Desirable
Qualifications and Training	Qualified teacher status, Degree/PGCE or equivalent qualifications	C.C.R.S. Any additional qualifications
Experience	Evidence of successful teaching experience Ability to work as a co-operative member of a teaching team To have successfully provided a high quality differentiated curriculum Clear understanding of how to organise a high quality learning environment Knowledge of the National Curriculum and recent innovations, and their significance in Primary Education	Ability to build successful working relationships with associate staff e.g. classroom assistants
Professional Knowledge and Understanding	Attendance at professional development courses beyond initial training and school-based INSET Commitment to own professional development	Experience of using self-evaluation techniques to improve teaching skills
Professional Skills and Abilities	Excellent oral and written communication skills Competent IT skills	Good learner

Personal Qualities	Team player Use of initiative Approachable Reliability and flexibility Enthusiasm, creativity and a passion for learning	
Other Essential Factors	Total commitment to policies of equal opportunities and multicultural education Clear understanding of safeguarding and child protection procedures and a strong commitment to ensuring the well-being of each individual child Commitment to parental / community involvement	

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS.