## St Joseph’s RC Primary School Job Description for Class Teacher Post

**Job Description**

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| **Post Title:** | Class Teacher |
| **Payscale:** | Main / Upper Pay Spine |
| **Responsible to:** | Mr Brown (Head Teacher), Mrs Hall (Deputy Head Teacher) |
| **Job Purpose and Responsibilities:** | * Improve progress and attainment in designated class with a particular emphasis on improving outcomes and wellbeing across the curriculum * Maintain the school’s Catholic Ethos * Ensure the safety and wellbeing of the children in your care * Contribute to a tightly knit hardworking staff team. |
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**Main responsibilities:**

The following list is typical of the level of duties which the postholder will be expected to perform.

**General**

1. To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

**Generic Responsibilities**

1. Establish a purposeful and safe learning environment and manage learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
2. Contribute to the progress of disadvantaged children in to ensure suitable opportunities are provided for learner aspirations to be met.
3. Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
4. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
5. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners’ achievements. Provide timely, accurate and constructively feedback on learners’ attainment, progress and areas of development.
6. Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners.
7. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
8. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
9. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
10. To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support ECM and NCYPP aims for children, young people and their families
11. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

**Specific Responsibilities**

1. To improve progress and attainment in writing in class, particularly for boys and disadvantaged children.
2. To work alongside the Key Stage Co-Ordinator to ensure that all children in the phase have the very best conditions to achieve their full potential.

### In addition, Upper Pay Spine teachers are expected to:

1. Make significant contributions to implementing workplace policies and practice and to promote their implementation.

1. Give advice on the development and well being of children and young people, if required.
2. Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

#### Date 13/6/22