



## Class teacher Job Description

**Post:** Class teacher  
**Responsible to:** Members of the SLT

### Main purpose of the post:

To contribute to the provision of high-quality Teaching and Learning at the school, ensuring maximum success for all.  
 To be a role model for the school community and raise levels of pupil achievement.

### Specific Duties:

General
To be an outstanding practitioner and carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of St Joseph Catholic Primary School.
To establish good relationships, encourage good working practices.
To support and promote the Catholic ethos of the school.
To support and help develop the schools policies and actively promote high levels of achievement.
To develop children to and above national standards.
Main Duties
To ensure children make at least good progress.
To plan and deliver a child centred creative and stimulating curriculum.
To teach classes, groups or individual groups as assigned by a member of the SLT.
To ensure the curriculum supports a range of learning styles and develops children's independence.
To ensure curricular policy development is focused on continuous improvement.
To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
To work with the colleagues in developing an engaging curriculum.
To maintain an attractive and stimulating classroom environment and contribute to making the whole school environment stimulating.
To ensure all pupils are able to learn and achieve to the best of their various abilities.
To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
To work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
To organise opportunities for pupils which are appropriate to the curriculum.
To share and model outstanding practice.
To maintain good order and discipline among pupils and safeguard their health and safety.
To line manage support staff effectively.
To make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCO.

To attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
<b>Communication</b>
To develop and maintain effective relationships with parents, colleagues, the governing body and the local community.
To develop and maintain links with support services.
To actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning.
To ensure parents are well-informed about the curriculum as well as their child's progress and targets.
To provide necessary information to the governing body to ensure it meets its responsibilities.
<b>Additional duties</b>
To promote and safeguard the welfare of all pupils.
To ensure a high standard of care for pupils is consistently maintained.
To act as a role model.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

Please email completed applications to: [office@st-josephs-lichfield.staffs.sch.uk](mailto:office@st-josephs-lichfield.staffs.sch.uk)

## Personal Specification

Essential	Desirable
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Qualified teacher status.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of personalised learning.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Teaching experience with proven ability as a classroom practitioner.</li> <li>Ability to provide a stimulating and challenging classroom environment for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with and supervising other adult support within the classroom (teaching assistants, parent helpers, students).</li> <li>Experience of supporting and promoting the Catholic ethos of a school.</li> </ul>
<b>Specialist Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge and understanding of a broad, balanced and relevant curriculum.</li> <li>A secure understanding of the processes by which children learn.</li> <li>Ability to differentiate the curriculum to meet the needs of all achievers.</li> <li>Competent in the use of ICT across the curriculum especially in relation to the use of whiteboard technology and remote learning.</li> <li>Understanding and use of assessment to inform future teaching and learning.</li> <li>Competent in the use of observational assessment to inform further learning.</li> <li>A willingness to work on one or more curriculum</li> </ul>	<ul style="list-style-type: none"> <li>A well-developed knowledge of a particular curriculum or specialist area.</li> <li>An understanding of a whole school approach to improvement and raising standards.</li> <li>Effective use of ICT to support planning and assessment.</li> <li>Familiarity with the SEN Code of Practice.</li> <li>Familiarity with the delivery of Letter and Sounds.</li> </ul>

areas. <ul style="list-style-type: none"> <li>• The promotion of good behaviour through self-discipline.</li> <li>• To be able to work creatively and sensitively with children.</li> </ul>	
<i>Personal Qualities</i> <ul style="list-style-type: none"> <li>• A highly professional approach to all aspects of school life.</li> <li>• Great energy, and enthusiasm.</li> <li>• A real drive to make things happen.</li> <li>• A passionate desire to make a difference.</li> </ul>	<ul style="list-style-type: none"> <li>• The desire for further career progression.</li> </ul>

**Note 1:**

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

If a candidate is short listed any relevant issues arising from his or her references will be taken up at interview