



By Faith and Love

St Mary's Catholic Primary School

JOB DESCRIPTION - CLASS TEACHER

Pastoral Care

- Take responsibility for the safety, education and social development for each child in your class.
- Provide a role model for the development of children's social behaviour and attitudes.
- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
- Implement school policies and guidelines for pastoral care.
- Build and maintain positive relationships with children and parents.
- Follow school behavior policy.

Planning, Teaching and Classroom Management

- Ensure lessons are based on knowledge of children's prior attainment and help children make further progress.
- Plan a balanced curriculum that develops the skills and knowledge required by the National Curriculum.
- Follow the religious scheme of work, assessing the children's progress throughout the year.
- Prepare schemes of work and medium term plans appropriate to needs, interest, experience and existing knowledge of your pupils.
- Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning.
- Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils.

- Provide opportunities for children to use ICT through cross-curricular activities.
- Liaise with specialist staff, as appropriate, to deliver the curriculum.
- Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning.
- Follow all school policies and advice given from senior members of staff to help develop teaching and help children to make progress with their learning.
- Teaching should match individual needs of children and provide challenge for pupils at all levels.
- Prepare children's work for displays - maintain a high standard of display in own classroom and jointly with colleagues, throughout the school.
- Establish good working relationships with support staff and plan appropriately for support staff to help the children with their learning.

Monitoring, Assessment, Recording and Reporting

- Mark pupils' work promptly and positively, and comment appropriately with regard to specific intentions and future targets, thereby facilitating positive pupil development. Follow the school policies relating to marking, targets and assessment.
- Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weakness, inform planning and identify the level at which pupil is achieving.
- Liaise with Headteacher, Team Leader and parents as appropriate.
- Take part in whole school assessment initiatives, such as leveling of writing to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school.
- Meet the parents formally and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties.
- Write reports on each child and reports for transfer to other schools if required.
- Liaise with Inclusion Manager to discuss the progress of children.

- Liaise with Inclusion Manager to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils.
- Adhere to the practice of confidentiality regarding pupils' records.
- Complete all written records for the inclusion files and assessment data on each child in the class.
- Develop the children's abilities to become independent and reflective learners.

Professional Development

- Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation.
- Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, word-processing for planning.
- Work as a member of a team towards achieving the school objectives.
- Have an excellent working knowledge and follow up of teachers' professional duties, professional standards and legal liabilities.
- Be fully involved in the Performance Management procedures.

Other Duties

- Attend staff meetings.
- Carry out break duties and take on a school club.
- Prepare class assemblies.
- Abide by all the health and safety procedures and report any concerns regarding health and safety immediately to the Headteacher and Site Manager.
- Have a good working knowledge and follow the whole school policies and aims
- Promote the Catholic ethos, good name and reputation of the school at all times.
- Work as a team member taking an active role in all areas of school life.

This job description will be reviewed annually and may be subject to amendment at any time, after consultation with the post holder.