### SS Peter and Paul Catholic Primary School



**Job Description**

**Job Title: Class Teacher**

**Scale: MPS**

### Responsible to: The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the children, their parents/carers, teaching and non-teaching staff of the school, governors, advisers and other professionals

* To promote the ethos of the Catholic school within the context of our Mission Statement, “Learning together, achieving together in Christ” both inside and outside of the classroom.
* Demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings, community activities and other activities as they occur at the school.
* To take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.
* Commit to self-improvement and continuous professional development.
* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.
* To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
* To share in the corporate responsibility for the wellbeing and discipline of all pupils.
* To ensure the safety of children at all times.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

**The Class Teacher will:**

* implement agreed school policies and guidelines;
* support initiatives decided by the Headteacher and staff;
* plan and prepare courses and lessons appropriately to meet the needs of all pupils, through differentiation of tasks;
* engage fully in year-group-specific activities (see attached document)
* set clear targets, based on prior attainment, for the highest standards of pupils’ learning;
* provide a stimulating and well-ordered classroom environment, where resources can be accessed appropriately by all pupils;
* keep appropriate and efficient records, integrating formative and summative assessment into planning;
* work with school leaders to track the progress of individual children and intervene appropriately where pupils are not making sufficient progress;
* report to parents on the development, progress and attainment of pupils, both verbally and in writing;
* promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy;
* participate in meetings which relate to the school's management, curriculum, administration or organisation;
* communicate and co-operate with specialists from outside agencies;
* make effective use of ICT to enhance learning and teaching;
* lead, organise and direct support staff within the classroom;
* participate in the performance management system for the appraisal of their own performance, or that of other teachers;
* undertake other duties from time to time as requested by the headteacher.

**Working Time**

* A full-time teacher shall be available for work for 195 days in any given year of which a 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties.
* Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any year (12 months from September 1st), excluding time spent in travelling to or from the place of work.
* A teacher shall not be required under his/her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 1.15pm.
* A teacher shall, in addition work such additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teacher’s functions.
* The teacher will be entitled to 10% PPA time.

Name of Post holder:

Date:

Signature of Post holder: …………………………………………………………………

Signature of Headteacher………………………………………………………………..

**Year Group Specific activities**

All years: Educational activities in school and off-site

 Performances and concerts, some of which may be held at evening times

 School Summer fete, Christmas bazaar

 Relationships and Sex Education teaching

Early Years: Parents’ introductory sessions

 Home visits

 Transition arrangements to Key Stage One

Year One: National assessment and reporting arrangements

Year Two: National assessment and reporting arrangements

 Transition arrangements to Key Stage Two

Year Three: First Holy Communion Masses

Year Four: Strengthening outcomes for mid-Key Stage Two

 National assessment and reporting arrangements

Year Five: Ensuring readiness for Year Six

Year Six: Residential School Journey

 National assessment and reporting arrangements

 Liaison with transition arrangements for secondary school