



## **Job Description: Class Teacher**

### **Your responsibilities as a class teacher are:**

- The organisation, administration and management of the class according to the school's policy for Learning and Teaching.
- The provision and teaching of lessons and activities to cover the requirements of the National Curriculum, taking into account and meeting the full range of needs and learning styles of the pupils in the class.
- To ensure that achievement and attainment are excellent for all children.
- The completion of all school planning, assessments, records and reports.
- To participate in meetings and activities that form part of the working week for teaching staff.
- To ensure positive communication with parents/carers and other visiting professionals to support the achievement and attainment of pupils.

***You are required to carry out the duties of a classroom teacher as laid out in the current Pay and Conditions of School Teachers document.***

### **Your responsibilities as a subject leader are:**

- To have a good knowledge of the National Curriculum for the subject across all key stages and year groups.
- To have a clear vision for the subject and create an action plan which reflects this.
- To have a clear overview of assessment data for the subject.
- To be aware of the quality of learning and teaching in the subject through
  - book looks
  - monitoring planning
  - evaluating displays of learning
  - observing lessons
- To take an interest in developments in the subject, keep up to date with current thinking and share ideas with colleagues.

- To organise a regular audit of resources and ensure that items needed are procured accordingly.
- To ensure that resources are organised and accessible.
- To be responsible for professional development in the subject, and organise training for staff groups, individuals and yourself.

**Your responsibilities as a whole school team member are:**

- To promote the school's mission and vision, and support its Catholic ethos.
- To support the Headteacher and promote the development of pupils and the school aims by carrying out your duties and responsibilities positively, pro-actively and effectively.
- To follow all school policies, systems and administration conscientiously.
- To work collaboratively with colleagues to ensure the harmonious and smooth daily running of the school.
- To have regard for the school's equality policies at all times, ensuring promotion of equal opportunities in all aspects of your work.
- To share commitment to safeguarding and to have the welfare and care of all children as a priority when carrying out your responsibilities.
- To be flexible and adaptable in the responsibilities you will assume.