

ST THOMAS MORE R.C. PRIMARY SCHOOL
JOB DESCRIPTION - TEACHER
STANDARD SCALE

As a class teacher, I am responsible to the Headteacher and in her absence, the Deputy Headteacher. I recognise the need to reflect the Catholic Ethos of the school in all my duties.

The following duties shall be deemed to be included in my professional duties which I as a teacher at St Thomas More R.C. Primary School may be required to perform:-

- i) plan and prepare lessons within the guidelines set out by the school
- ii) put into practice the teaching and learning policies of the school
- iii) provide a high standard of teaching and organisation in my classroom
- iv) assess, record and report on the development, progress and attainment of pupils
- v) make records of and reports on the personal and social needs of pupils to the Headteacher and external agencies as required
- vi) communicate and consult with parents of pupils
- vii) communicate and co-operate with persons and bodies outside of the school
- viii) participate in the Performance Management / appraisal cycle
- ix) develop good links between home, school and Parish Community
- x) represent the school at meetings and courses relevant to my curriculum area
- xi) develop myself by attending relevant meetings and courses to improve my own professional development
- xii) maintain good order and discipline among the pupils and safeguard their health and safety both in and out of school
- xii) to cover for colleagues 'only rarely' in emergency or exceptional circumstances which are unforeseeable
- xiv) participate in the arrangement for preparing pupils for Standard Assessment Tasks
- xv) take responsibility for a curriculum area.
- xvi) any other reasonable duties the Headteacher may deem to be needed to perform my duties as a class teacher at St Thomas More R.C Primary School.

(Teacher): _____

Joanne Butterwoth (Headteacher)_____ Date: _____