



Job Description and Person Specification: Class Teacher

As Class teacher, to have overall responsibility for the care and development of each individual child in a specific class group. To be responsible for the teaching and learning in all subject areas whilst bearing in mind the distinctive Catholic nature of our school as outlined in our Mission Statement:

Working together – with Christ at the centre

- *to provide a safe, secure learning environment, where each of our children is loved, cared for and respected;*
- *to develop within each child, a deepening love of God and a respect for each other and the world we live in;*
- *to help children celebrate daily, through their lives at home, in school and in the parish community, the Christian Gospel values of love and freedom;*
- *to provide a broad, balanced, enriching and challenging curriculum, so that each child is enabled to attain his/her own full potential.*

1. The Class Teacher will:

- 1.1. teach a class of pupils, and ensure that planning, preparation, teaching, recording, assessment and reporting meet the children's varying learning, development and social needs;
- 1.2. maintain the positive ethos and core values of the school, both inside and outside the classroom;
- 1.3. contribute and participate in the team working ethos of the school;

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document 2018 and guidance on school teachers' pay and condition. This includes the Teachers' Standards which are included from page 51 of this document.

2. Main Purpose:

The Class Teacher will:

- 2.1. be responsible for promoting and safeguarding the welfare of children in their care
- 2.2. throughout the school;
- 2.3. provide all learners with an effective education in an enabling and stimulating environment, which provides equality of opportunity for all;
- 2.4. work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies to secure the best possible outcomes for pupils;
- 2.5. perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher.

3. Main Duties and Responsibilities:

The Class Teacher will:

- 3.1. promote and support the Catholic ethos of the school;
- 3.2. be a positive role model in terms of behaviour, work and attitudes;
- 3.3. work collaboratively, professionally and effectively with colleagues across the school;
- 3.4. in job-share situations, work collaboratively, professionally and effectively with job-share colleague to secure the best outcomes for pupils;
- 3.5. participate in assemblies, school Masses and other religious observances and liturgies and contribute to the preparation of these throughout the year;
- 3.6. implement agreed school policies and guidelines;
- 3.7. support initiatives decided by the Headteacher and those agreed by the Headteacher and staff; initiatives agreed by staff;
- 3.8. plan appropriately to meet the needs of all pupils;

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- 3.9. inspire and activate pupils' learning and development through effective teaching; adult-led activities; and high-quality provision which facilitates child-initiated play and learning with appropriate challenge;
 - 3.10. set clear, aspirational targets for pupils' learning and development, based on prior attainment coupled with a good understanding of Early Years/National Curriculum expectations;
 - 3.11. provide a stimulating and orderly classroom environment, where resources can be accessed appropriately by all pupils, learning is supported through high quality display and resources, and high expectations are communicated;
 - 3.12. ensure that practice and provision fulfils the expectations of the Statutory Framework for the Early Years Foundation Stage and/or the National Curriculum;
 - 3.13. keep appropriate, accurate and efficient records using school established systems;
 - 3.14. report to parents on the development, progress and attainment of pupils both face-to-face and in writing;
 - 3.15. maintain good order and discipline amongst pupils, setting high expectations of behaviour, in accordance with the school's behaviour policy;
 - 3.16. evaluate own practice and use this to identify effective practice and areas for development;
 - 3.17. be proactive about their own professional development and attend training designated by the Headteacher;
 - 3.18. participate in meetings which relate to the school's management, school improvement; the curriculum, administration or organisation;
 - 3.19. communicate and co-operate with representatives of outside agencies;
 - 3.20. lead, organise and direct support staff within the classroom;
 - 3.21. participate in the performance management system for the appraisal of their own performance;
 - 3.22. have knowledge of recent educational initiatives.
- 4. Post threshold Teachers must**
- 4.1. demonstrate a high level of competency in all elements of the Teachers' Standards;
 - 4.2. make a contribution to school which is substantial and sustained.
- 5. Accountable for:**
- 5.1. the education and welfare of the children in accordance with national conditions of service and the religious ethos of the school;
 - 5.2. the quality of learning and the achievements of all pupils in the class, and support the quality of teaching and pupils' achievement across the school in relation to any subject/aspect leadership responsibilities.
- 6. Authority to:**
- 1.1. implement rewards and sanctions within the school policies and procedures;
 - 1.2. liaise with parents/carers or other responsible adults and with external professional staff in accordance with school policies and procedures.
- 7. Child Protection and Safeguarding:**
- 7.1. The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and safeguarding policies and procedures.
- 8. Entitlements:**
- 8.1. Training and development in accordance with School Development Plan priorities, key areas of responsibility; needs identified through appraisal, and statutory training requirements;
 - 8.2. 10% of teaching time as Planning, Preparation and Assessment time, as outlined in the National Agreement;
 - 8.3. Appropriate professional guidance and support from the Headteacher and other colleagues;

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8.4. Participation in appraisal processes including performance management review annually.

Note: this job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the teacher.