

## Job Description for Classroom Teacher

<b>Post Title:</b>	<b>Class Teacher</b>
<b>School:</b>	<b>St Francis Catholic Primary School, Maldon</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to all subject areas, to include:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice</li> <li>• Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment</li> <li>• Giving guidance, support and encouragement to staff and leading in-service development sessions</li> </ul>
<b>Responsible to:</b>	Headteacher and Deputy / Assistant Headteacher
<b>Responsible for:</b>	Class TA, LSA
<b>Scope:</b>	Classroom teacher Subject Co-ordination
<b>Salary/Grade:</b>	Main Scale
<b>MAIN (CORE) DUTIES</b>	<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>• Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment</li> <li>• Adapt teaching to respond to the strengths and needs of pupils</li> <li>• Set high expectations which inspire, motivate and challenge pupils</li> <li>• Promote good and / or accelerated progress and outcomes by pupils</li> <li>• Demonstrate good subject and curriculum knowledge</li> <li>• Participate in arrangements for preparing pupils for external tests</li> </ul>

**Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline:**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Ensure a safe, tidy learning environment
- Follow school policy and procedures to ensure that all people on the school site are safe at all times

**Professional development:**

- Take part in the school's appraisal procedures
- Actively seek out CPD opportunities to take part in
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

**Communication:**

- Communicate professionally and effectively with pupils, parents and carers
- Communicate professionally and effectively with all colleagues

**Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

**Personal and professional conduct:**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources:**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute, where appropriate, to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

**Safeguarding:**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary. Promote the safeguarding of all pupils in the school

NB: Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.