

**St Richard’s Catholic Primary**

**Class teacher - Job description**

|  |
| --- |
| **Main duties/Responsibilities** |
| **General Duties** |
| * Undertaking duties ass required in the ‘Teachers’ Standards’. * Contributing to the ethos and success of the school * Contributing to the school’s process of self-evaluation and development * Being familiar with the school’s systems, structures, policies and procedures |
| **Teaching** |
| * Deliver learning in accordance with the curriculum, national guidelines and the school’s strategy * Set high expectations which inspire, motivate and challenge pupils * Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions * Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. * Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings * Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English * Plan and teach a well-structured curriculum which supports the needs of all pupils and ensures all pupils reach their potential * Promote a love of learning and children’s intellectual curiosity * Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. * Enforce the school’s behaviour policy through effective classroom management |
| **Monitoring and reporting** |
| * Be accountable for pupils’ attainment, progress and outcomes * Make use of formative and summative assessment to secure pupils’ progress * Being committed to the school’s target setting and monitoring systems for pupil progress * Systematically assessing and recording pupils’ academic progress and other areas of their progress and using the results to inform lesson planning decisions * Monitoring pupils’ classwork and homework, providing feedback and setting informed targets |
| **Continuous professional development** |
| * Keeping up to date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines. * Undertake relevant CPD |
| **Fulfil wider professional responsibilities** |
| * Make a positive contribution to the wider life and ethos of the school * Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support * Deploy support staff effectively * Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues * Communicate effectively with parents with regard to pupils’ achievements and well-being. * Understand the school’s safeguarding procedures and actively promote pupil’ well-being and safety |