

**St Richard’s Catholic Primary**

**Class teacher - Job description**

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| **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
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| **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
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| **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
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| **Continuous professional development**  |
| * Keeping up to date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines.
* Undertake relevant CPD
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| **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
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