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**Job Description**

**Role:** Class Teacher

**Grade/Pay Range:** MPS

**Reports to:** SMT, Head Teacher

To carry out, as directed by the Head Teacher, the professional responsibilities of a main school teacher as set out in the current School Teachers’ Pay and Conditions document and the Professional Standards for Teachers.

**MAIN RESPONSIBILITIES:**

The Pay and Conditions Act 1987 lists the duties to be included in all Job Descriptions for teachers.

**ETHOS**

• To promote, and maintain the Catholic values of the school in accordance with our school policies, Mission Statement and Instrument of Governance.

• To promote the aims and objectives of the school as identified in the School Development Plan, and to contribute to their achievement. 

**GENERAL DUTIES**

You are expected to:

• ensure a high standard of education is maintained at all times for all children in your charge and that suitable educational programmes are developed and kept under review

• provide suitable differentiated educational programmes for children with special educational needs in your class

• plan and prepare lessons

• mark work and keep proper assessment records on attainment as defined by the school policies

• report to parents on the progress and attainment of pupils

• attend and participate in assemblies, register pupil attendance and supervise pupils during activities whilst off-site

• ensure that a high standard of physical and emotional care is maintained for all children with regards to Child Protection issues

• ensure that a high standard of conduct and behaviour is promoted and maintained throughout the school in line with our Behaviour Management Policy and Mission Statement.

• ensure that proper regard is taken of health and safety in your classroom

* maintain your classroom in a tidy, organised and attractive manner

• take part in Performance Management interviews and the PM process in a constructive, positive manner

• actively take part in Staff Meetings and INSET days

• work with support staff on a day-to-day basis, directing their activities and planning the work they do with children in your class

• undertake professional training and development as directed by the SLT and to disseminate what you have learnt to colleagues if required

• contribute to your own professional development by maintaining an awareness of current policy, practice and initiatives in education

• lead staff meetings if required by performance management targets or directed by the Headteacher

• to maintain a reasonable work/life balance whilst also carrying out your contractual duties and obligations as described in your CES contract

• carry out such particular duties as the Headteacher may reasonably direct from time to time

**PERSON SPECIFICATION**

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| **CRITERIA** | **QUALITIES** |
| **Qualification and Experience** | * Qualified Teacher Status   • A relevant degree and evidence of further professional development / studies |
| **Professional Knowledge & Understanding** | * Have the ability to motivate and inspire pupils to learn * Have knowledge and understanding of the National Curriculum and EYFS where relevant * Have knowledge of effective teaching strategies to meet the needs of all pupils including SEND, EAL and Higher Achievers * Teaching reflects subject knowledge, good pace, assessment and understanding of children’s strengths and areas for development * Understand and show a commitment to safeguarding pupils, with an up to date knowledge of relevant legislation and guidance * Understand the principles of Equality and how it may inform whole school policy |
| **Professional Skills and Abilities** | • Promote the school’s aims, including being supportive of the school’s Catholic vision and ethos  • Plan and teach engaging and motivational lessons which enable all children to make good progress  • Develop good relationships with pupils, parents and colleagues   * communicate effectively (both orally and in writing) to a variety of audiences * create an attractive, stimulating and safe learning environment * Be an effective and inspirational teacher with strong behaviour management skills * Plan teaching and learning experiences of the highest quality across all areas of learning in the relevant key stage curriculum. * Be able to provide a caring and nurturing learning environment in which all children feel safe and can thrive * Ability to assess own quality of teaching and learning and make improvements as required * The ability to communicate effectively, verbally and in writing * Be well organised and pro-active * Able to manage own work load and keep to deadlines * Confident in using technology across all curriculum areas |
| **Personal Qualities** | * Excellent interpersonal skills and ability to work in partnership with colleagues and teams in order to foster and maintain positive working relationships across the school * Have a passion for teaching children * A learner and good communicator who can motivate and support colleagues * Have a calm and reassuring disposition * A commitment to promote equal opportunity for all staff and pupils   • Have high expectations of self and others   * Able to provide constructive feedback to support staff * Punctual with very good attendance |

This job description may be amended at any time in consultation with the post holder