



## **Saint Patrick's Catholic Primary School Corsham**

### **Job Description - CLASS TEACHER**

***Our Mission in St Patrick's is to develop each child's talents and potential in a caring Catholic community inspired by the teachings of Jesus Christ.***

**Live, Love and Learn Like Jesus**

#### **Common Pay Spine**

#### **MAIN PURPOSE :**

- ***To carry out responsibilities to promote and safeguard the welfare of all children according to the school's policy and procedures.***
- To carry out the professional duties of a school teacher as described in the appropriate sections of the DfE's Teaching Standards Document 2012 and the School Teachers' Pay and Conditions Document 2008.
- To actively contribute towards the maintaining and nurturing of the values and ethos of the school community.
- To carry out a subject leadership or project leadership role, if appropriate.

#### **Main Tasks – Summary**

- ❑ Knowledge and Understanding
- ❑ Planning
- ❑ Teaching and Classroom Management
- ❑ Monitoring, Assessment, Recording, Reporting and Accountability
- ❑ Other Professional Requirements

#### **KNOWLEDGE AND UNDERSTANDING:**

- ❑ Understand the purpose, scope, structure and balance of the EYFS / National Curriculum requirements.
- ❑ Be aware of the breadth and content covered by the National Curriculum across the EYFS, Primary core and foundation subjects and R.E.
- ❑ Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- ❑ Have a professional understanding of how children learn and the ability to stimulate and develop appropriate learning behaviours.
- ❑ For each core and foundation subject have where applicable, a knowledge and understanding of the relevant programmes of study, progression of skills and level descriptions across the primary range.

#### **PLANNING:**

- ❑ Produce effective Long, Medium and Short term curriculum plans to carry out classroom teaching.
- ❑ Identify clear learning objectives and success criteria, appropriate to the needs of each pupil.

- ❑ Set tasks for whole class, groups and individuals, including appropriate homework which challenges pupils and ensure high levels of interest.
- ❑ Share appropriate and demanding expectations of pupils' learning, motivation and presentation of work.
- ❑ Have awareness of provision for pupils that are 'disadvantaged or vulnerable to making progress', eg. Pupil Premium, SEN including EAL, Social and Emotional, Behaviour Support, those with specific learning difficulties, More Able and Exceptionally Able etc.
- ❑ Create opportunities to contribute to pupils' personal, spiritual, moral and cultural development

#### **CLASSROOM MANAGEMENT AND ORGANISATION:**

- ❑ Use effective teaching methods to stimulate intellectual curiosity and enthusiasm.
- ❑ Selecting and making good use of ICT and other learning resources to achieve teaching objectives.
- ❑ Explore opportunities to improve pupils' basic skills in English (including phonics), Maths, R.E. and ICT and the individual and collaborative study skills needed for effective learning.
- ❑ Be familiar with the Code of Practice for the identification and assessment of Special Needs, and as part of their responsibilities under the code, implement and keep records on support plans for pupils.
- ❑ Use professional evaluation of their own quality of teaching to ensure further improvement.
- ❑ Create ideas for 2D and 3D displays to celebrate pupils' work and aid learning which will be developed with TA support.
- ❑ Encourage independent learning by nurturing a language rich learning environment, including labelling resources and making them accessible to children of all abilities where possible.
- ❑ Keep the shared learning environment stimulating, tidy and conducive to learning.
- ❑ Establish clear routines for daily procedures and structures for purposeful work, in line with school policy.
- ❑ Expect high standards of work and behaviour at all times throughout the school, in line with school policy.

#### **MONITORING, ASSESSMENT, RECORDING, REPORTING and ACCOUNTABILITY:**

- ❑ Assess how well learning objectives have been achieved and use this to inform future focused planning as well as improve specific aspects of teaching.
- ❑ Use effective Assessment for Learning techniques routinely, and adopt the school's Teacher and Summative assessment procedures and methods of recording.
- ❑ Using Success Criteria, mark and monitor pupils' assigned class work and homework in line with school policy; providing constructive oral and written feedback, and setting appropriate targets for pupils' progress.
- ❑ Engage in Pupil progress meetings and moderation activities with colleagues / Central Support Group to ensure parity of standards.
- ❑ Show familiarity with the statutory assessment and recording requirements and know how to prepare informative reports to parents.
- ❑ Understand and know how, national, local, comparative school data can be used to set clear targets for pupil achievement.
- ❑ Prepare and deliver Parent Consultation Evenings as well as a detailed Annual Report for every pupil.

#### **PROFESSIONAL DEVELOPMENT:**

- ❑ Attend appropriate and relevant courses, including in house staff professional development.
- ❑ Disseminate knowledge to staff from external courses attended.

- ❑ Be aware of recent developments in Primary Education (*particularly with regard to recovery post COVID*) and understand the need to take responsibility for their own professional development.
- ❑ Engage fully in the Teacher Appraisal process.
- ❑ ***Ensure a full and working understanding of the school's Child Protection policy and procedures. Ensure all Child Protection training is up to date in line with Local Authority and national statutory requirements.***
- ❑ Share own experience and interests to benefit colleagues, children and school.

#### **AS A MEMBER OF THE SCHOOL:**

- ❑ Work within the School Mission Statement, Aims and Values, and agreed policies; including Staff Code of Conduct.
- ❑ Show loyalty towards developing and maintaining the Catholic Christian ethos of the school and work as a member of a team.
- ❑ Be committed to a high standard of teaching and learning.
- ❑ Take corporate responsibility for all children, resources and the school environment.
- ❑ Contribute to, and share in, decision - making where appropriate.
- ❑ Promote and value parental involvement as 'Partners in Learning'.
- ❑ Be aware of the needs of others, maintaining good communication and positive working relationships.
- ❑ Support PTFA / parish / school fund raising and extra curricular activities where possible.
- ❑ ***Adhere to fully and actively support the school's Safeguarding of children policy and procedures.***

REVIEW: This Job Description will be reviewed annually.

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