



St Vincent de Paul Catholic Primary School

Class Teacher (with subject leader responsibility)

Job Description

St Vincent de Paul School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB TITLE: MAIN SCALE CLASS TEACHER

RESPONSIBLE TO: Head Teacher

LIAISON WITH: All teaching, support staff, pupils and parents, external agencies

MAIN DUTIES AND RESPONSIBILITIES

Ethos

- Promote and support the Catholic ethos of the school by working to achieve the aims of the school, expressed in the School's Mission Statement.
- Attend whole-school collective worship.
- Lead daily prayer and weekly collective class worship.

Teaching

- Meet the framework of professional standards for teachers in England (TDA 2012)
- Exemplify good teaching practice within the classroom.
- Create a stimulating classroom environment that is well organised and fosters independent learning.
- Plan and prepare lessons, following the Early Years Foundation Stage / National Curriculum for Literacy, Mathematics, Science and the foundation subjects and adhering to the school Subject Guidelines.
- Plan lessons using the school's format and store on the network weekly.
- Differentiate learning and teaching according to individual children's educational needs.
- Draw up Individual Education Plans as required and ensure that these are shared with and signed by parents.
- Set and mark work which is to be completed as homework.
- Ensure children's reading is assessed against the school's chosen scheme.
- Supervise children at all times, following the guidelines specified in the Staff Handbook.

- Maintain good order and discipline among children, consistently implementing the school's behaviour policy to ensure good behaviour.
- Adhere to the school's Health and Safety Policy and safeguard the health and safety of children, when they are on school premises and when they are engaged in authorised school activities elsewhere.

Assessment

- Assess, record and report on the development, progress and attainment of pupils including keeping the school Learning Journeys up to date.
- Mark children's work ensuring marking is in line with the school's marking policy.
- Set focused targets for children who have made the less than expected progress over the previous year.
- Year 2 and 6 teachers participate in arrangements for preparing pupils for SATs and administer SATs tests and teacher assessments. Results are recorded and reported.
- Teachers in Foundation Stage complete the appropriate EYFS Assessment activities (every half term) including baseline assessment.

Safeguarding and Wellbeing

- Develop the academic, social, moral, physical and spiritual well-being of each individual child.
- Be familiar with the latest version of Keeping Children Safe in Education (KCSIE).
- Attend annual training and keep up to date with and adhere to the Safeguarding and Child Protection Policy and report any concerns to the Designated Safeguarding Lead (DSL) following correct procedures.

Liaison with parents

- Attend parent interviews once a term to discuss children's progress and set targets.
- Provide parents with an annual report which presents children's progress and attainment in each core and foundation subject.
- Inform parents of class topics, trips and other important information by writing a termly information sheet (newsletter).
- Communicate and consult with parents any concerns about their child as soon as possible (within first half term if child performing below expected and followed up with regular progress reports i.e. at least every term in addition to parents evening).

Liaison with others

- Direct Teaching Assistants and Learning Support Assistants, ensuring they support children appropriately and carry out the appropriate tasks of a clerical and administrative nature, which do not call for the exercise of a teacher's professional skills and judgement.
- Liaise with the school inclusion manager to support the progress of SEN/ EAL children.

- Communicate and cooperate with persons or bodies outside the school when necessary, participating in meetings arranged.
- Provide or contribute to oral and written assessments, reports and references relating to individual children.
- Mentor a new member of staff or students as and when required.

Appraisal

- Participate in annual performance management cycles for the appraisal of teacher performance.
- In the case of an early-career teacher (ECT) serving an induction period, to participate in arrangements for supervision and training following Induction Regulations.

Continuing Professional Development

- Keep up to date with educational practice, reviewing methods of teaching from time to time.
- Participate in further training and professional development, including undertaking training and professional development which aim to meet needs identified in appraisal performance management objectives.
- Attend allocated school INSET days.

Other Duties

- Register the attendance of children.
- Carry out one weekly playground duty (two for Key Stage 1 teachers), also supervising the playground on that day from 8.45am.
- Participate in weekly staff meetings and information meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Support the community spirit of the school by attending some fundraising activities by the Parent's Association and by organising and contributing to extra-curricular activities.
- A teacher employed full time shall be available for work for 195 days in any school year, of which 190 days shall be days on which they be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by the head teacher and governors.
- A teacher shall be available to perform such duties at such times and places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which they are required to be available for work.
- In addition to the above, a teacher shall work such reasonable additional hours as may be needed to enable them to discharge effectively their professional duties, the amount of time required for this purpose beyond the 1265 specified hours shall not be defined by the head teacher.

- Teachers will receive 10% of their curriculum teaching time as weekly non-contact time for planning, preparation and assessment tasks.