



## JOB DESCRIPTION / PRINCIPLE ACCOUNTABILITIES

POST	CLASS TEACHER
CATHOLIC ETHOS	<p>As a teacher in St Robert Southwell Catholic Primary School, the post holder is expected to contribute to the Catholic spirit that lies at the heart of the school by:</p> <ul style="list-style-type: none"><li>• providing a positive role model for our pupils of the Christian attitudes that we promote</li><li>• fostering positive links with the Parishes and wider community</li><li>• designating an area of the classroom for RE display and using it as a focal point for worship</li><li>• developing effective working relationships with parish clergy</li><li>• attending and participating in assemblies and school religious celebrations</li></ul>
SAFEGUARDING	<p>St Robert Southwell is committed to safeguarding and promoting the welfare of children and young people and <b>requires</b> all staff, governors and volunteers to share this commitment.</p>
PLANNING, TEACHING AND CLASS MANAGEMENT	<p>Demonstrate skills as a good and effective classroom practitioner by:</p> <ul style="list-style-type: none"><li>• with year group colleagues, planning and delivering the curriculum in line with National Curriculum requirements, our Mission statement, subject policies and the School Improvement Plan</li><li>• seeking the advice of subject coordinators and submitting plans in line with agreed schedules</li><li>• set clear targets for pupils' learning, building on prior attainment and ensuring that pupils are aware of the substance and purpose of what they are asked to do.</li><li>• ensuring that the curriculum is inclusive and meets the needs of all the children</li><li>• securing the improvement of Basic Skills</li><li>• delivering this curriculum through the use of effective teaching strategies and experiences</li><li>• planning for tasks being undertaken by support staff</li><li>• making use of stimulating resources</li><li>• set high expectations for pupils' behavior, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships.</li></ul>
ASSESSMENT, REPORTING AND RECORDING	<p>In accordance with the Assessment and Marking and Feedback policies:</p> <ul style="list-style-type: none"><li>• assess, evaluate and mark work providing constructive oral and written feedback, and setting targets for pupils' progress</li><li>• assess how well learning objectives have been achieved and use this assessment to improve specific areas of teaching</li><li>• assess and record pupils' progress, using this information to keep up to date assessment folders in line with agreed schedules</li><li>• provide verbal and written reports about the progress of pupils as required by parents and any other relevant professionals who have a right to know</li><li>• To build and maintain co-operative relationships with parents and to</li></ul>



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	communicate with them on pupil's learning and progress, drawing attention to special skills and talents as well as to problems and difficulties.
<b>LEARNING ENVIRONMENT</b>	Ensure that the classroom: <ul style="list-style-type: none"><li>• is orderly, organized and free from clutter to enable accessibility to resources</li><li>• is a safe environment which supports learning and in which pupils feel secure and confident.</li><li>• that displays celebrate achievements, stimulate and promote learning</li><li>• To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole.</li></ul>
<b>PASTORAL CARE</b>	In 'loco parentis', <ul style="list-style-type: none"><li>• assume responsibility for the happiness, welfare and safety of the children while in our care</li><li>• ensure awareness of medical problems or particular family circumstances</li><li>• set clear expectations regarding behaviour, with adherence to the chain of action laid down in the behaviour policy where deviations occur</li><li>• to promote understanding of the school's values / rules to safeguard health and safety and to develop relations with and between pupils which are conducive to good learning.</li><li>• alert the designated child protection officer IMMEDIATELY if a child is felt to be at risk</li></ul>
<b>PROFESSIONAL DEVELOPMENT</b>	Class teachers are expected to take steps to maintain their own professional development to ensure that teaching is effective and stimulating. This may be secured through: <ul style="list-style-type: none"><li>• attending INSET and seeking advice from subject coordinators</li><li>• observing models of good practice 'in house' and by visiting other schools</li><li>• participation in the annual Performance Management cycle</li><li>• maintaining a Professional Development portfolio</li></ul>
<b>OTHER PROFESSIONAL RESPONSIBILITIES</b>	Teachers are expected to: <ul style="list-style-type: none"><li>• contribute to the wider life of the school by supporting the programme of extra-curricular activities and by attending meetings and functions as should be reasonably required</li><li>• to work with members of Borough support and advisory services.</li><li>• expect to teach in any year groups and undertake any additional duties of a reasonable nature as required by the Headteacher or in her absence, the Deputy Headteacher</li><li>• be accountable to the Governing Body of St Robert Southwell School.</li></ul>
<b>RESPONSIBLE FOR</b>	<ul style="list-style-type: none"><li>• To lead whole school curriculum area, provide advice support and encourage for other staff for the subject you are responsible for</li><li>• Secure a whole school process that encompasses all year groups to ensure continuity and progression in your subject.</li><li>• Ensure you have an overview of attainment for the subject.</li></ul>



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	<ul style="list-style-type: none"><li>• Monitor provision in terms of teaching and learning and standards.</li></ul>
<b>REPORTING TO</b>	Headteacher & Deputy Headteacher
<b>AGREEMENT</b>	<p>Date for revision of this document -</p> <p>(This job description will only be reviewed following changes to roles and responsibilities agreed between the teacher and Headteacher)</p> <p>If any changes are required, please discuss with the Headteacher</p> <p>Received and accepted by _____</p> <p>Headteacher _____ Date _____</p>