

Job Description – Class Teacher

To carry out the professional duties of a class teacher as circumstance may require and in accordance with the school's policies under the direction of the Headteacher.

Safeguarding	
	To ensure the safeguarding and concern for each individual child's physical and emotional well-being is the highest priority.
Teaching	
	Take responsibility for the coordination of all teaching, learning and activities in/pertaining to the class.
	Follow the school's policies as regards teaching and learning.
	Plan for progression in children's learning making effective use of assessment including ongoing assessment and summative data.
	Produce half termly knowledge organisers for subjects in line with the school format.
	Plan individual lessons in line with subject policies, with retrieval activities, a clear learning objective and specifying how the learning will be delivered and what assessment will take place.
	Provide explicitly for all children (for example, through word banks, writing frames, alternative recording etc.) and liaise with the SENCO to support effectively children with additional needs.
	Set motivating and challenging expectations for children's learning and presentation of work.
	Deliver dynamic, interesting and well-paced lessons that engage children and build a passion for learning and curiosity.
	Encourage students to be actively involved in the learning process and in reviewing their own performance.
	Work in collaboration with teaching assistants attached to any teaching group.
	Set and mark home learning in line with the school's Homework Policy.
	Set and give feedback on work for pupils absent from school due to long-term illness/self-isolation.
	Plan opportunities to contribute to children's spiritual, prayer, personal, moral, social and cultural development (including the planning and delivery of assemblies, organising trips and visitors).
	Maintain the classroom environment, equipment and relevant resources ensuring the provision of a stimulating classroom environment that enhances learning.
	Update the class pages of the school website weekly.
	Produce a minimum of one high quality corridor display termly.
	Lead on/assist with the preparation of school productions and masses throughout the year as appropriate.
	Provide high quality extra - curricular activities as appropriate.
Teaching and Class Management	
	Establish and maintain a safe classroom and working environment which supports learning and in which children feel secure and confident.
	Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and positive and productive relationships.
	Maintain discipline in accordance with the school's procedures and encourage good practice with regards to punctuality, behaviour and standards of work.
	Provide clear structures for lessons maintaining pace, motivation and challenge.
	Use a variety of teaching methods to: <ul style="list-style-type: none"> (i) Structure information well, outlining content and aims and summarising key points as the lesson progresses. (ii) Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary (as detailed in knowledge organisers). (iii) Use effective questioning, listen carefully to children and pay attention to errors and misconceptions. (iv) Match the teaching approach to the content and the children's needs.
	Ensure children acquire and consolidate knowledge, skills and understanding.
	Encourage children to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
Monitoring, Assessment Recording and Reporting	
	Give prompt written/verbal feedback on all pupil output in line with the school's Marking Policy: in the case of Maths and Literacy, this should be given by the next day and in the case of other lessons by the next lesson.
	Based on ongoing assessment and summative tests, set targets for progress.
	Assess and record children's progress in line with the Assessment Policy (ie. half termly in reading, writing and maths and termly in wider curriculum subjects). Provide assessment data in a timely fashion (within deadlines communicated) and in the school format.
	Report on pupil performance and effort via written reports and at parents' evenings.

Subject leadership (all class teachers other than ECTs will be allocated subject leadership)	Be fully cognisant of the requirements for your allocated subject as set out in the Early Years Framework and in the NC for KS1 and KS2.
	Be fully cognisant of the progression in skills for your allocated subject from Early Years through to the beginning of KS3.
	Be responsible for the school's curriculum for an allocated subject area in line with the ethos of the school and in accordance with wider curriculum provision throughout the school.
	Update this curriculum provision as appropriate in accordance with changes to the curriculum/inspection frameworks.
	Be responsible for the writing/updating of the school's policy for this curriculum area.
	Be responsible for the writing/updating (termly) of the Action Plan for this curriculum area.
	Take responsibility for the coordination of teaching, learning and activities in the school pertaining to the subject area.
	Three times a year, collate data from Early Years to Year 6 relating to your subject area (Christmas, Easter and Summer), write and submit to the Head a subject report (using the school format).
	Update the subject pages on the school website at least half termly.
Professional Requirements and Standards	
	Display enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives.
	Contribute purposefully to the life of the school through the use of the communication systems necessary to coordinate the management of the school.
	Undertake such daily or other duties/meetings as are assigned as part of the school's professional expectations of staff (eg. Break Duties, participation in Morning Briefings, Staff Meetings, INSETs etc).
	Attend school events and functions as required.
	Be proactive in matters relating to health and safety.
	Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct.
	Build effective and professional working relationships with children, staff, parents and visitors.
	Be familiar with and contribute to the School's Development Plan.
	Co-operate closely with colleagues in the delivery of the curriculum.
	Have good spoken and written communication skills.
	Keep parents appropriately informed about the curriculum, provision of knowledge organisers on class webpages and maintaining and updating the class and relevant subject area of the school website.
	Liaise effectively with parents and leadership team as necessary.
	Operate at all times within the stated policies and practices of the school.
	Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for your own professional development and duties in relation to school policies and practices.
	Support the aims, ethos and purpose of the school and ensure the school achieves these effectively.
	Treat as a professional confidence any information concerning individuals gained in the course of working in the school.
Take part in the school's annual appraisal programme	
In addition, carry out other duties as reasonably required by the Head.	



St Anne's Catholic Primary School
Class teacher- Person Specification

Person specification for Class Teacher (Desirable):

- Experience of working with 4-11 year olds.
- Experience of involving parents in their child's development.
- Experience of working in a team.

Qualifications of Training (Necessary)

- Qualified Teacher Status
- Degree

Safeguarding (Necessary)

- Successful DBS and Disqualification by Association Check.

Desirable

- Practising Catholic/Christian

Main purpose of the job:

- To promote and support the Catholic, Christian ethos of the school by living out our Mission Statement.
- To meet the Teaching Standards and carry out the general professional duties of a class teacher under the responsible direction of the headteacher.

Skills

- Excellent written and verbal communication and interpersonal skills
- Excellent organisation, time management and ability to meet deadlines
- Able to demonstrate ownership and responsibility for set targets
- Proactive, innovative, enthusiastic, positive and self-confident
- Excellent team working skills including collaborative approach to working
- Ability to work at consistently high standards
- Accurate attention to detail
- In depth understanding of policies and procedures
- Able to use own initiative and seek guidance when required

- Strong commitment to a high level of confidentiality

Personal Attributes

- Able to foster good relationships with children, parents and staff
- Energy and enthusiasm
- Sense of humour
- Team work
- Willingness to learn
- Flexibility
- Reflective practitioner
- Supportive of Catholic ethos of the school

Desirable

Practising Catholic/Christian

Teaching

- Follow the schools teaching and learning and curriculum policies
- Update long term, medium term and short-term planning
- Ensure planning and resources are available for all to access on the school computer system
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons with clear roles for support staff
- Adapt teaching to respond to the strengths and needs of all pupils
- Incorporate cross-curricular skills, themes and dimensions in teaching
- Ensure the effective and efficient use of any staff that are supporting learning in the classroom
- Create a stimulating learning environment which is well-organised and tidy
- Improve the school by working to achieve the aims/objectives set out in the School

Improvement Plan

- Take time to share good practice, coach and support colleagues

Assessments and Reports

- To mark/give feedback, in a timely manner, on work set in school and for homework so pupils know how to improve
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Assess using EYFS profile or NC, record and report on the development, progress and attainment of pupils on at least a termly basis
- To set personal targets for pupils based upon prior attainment and discuss with pupils in Pupil Conferencing
- To make accurate and productive use of assessment when planning and delivering lessons
- Participate in arrangements for preparing pupils for end of Key Stage and Phonic Screening tests and administering these in accordance with Statutory requirements
- To record and report on assessments in line with the school's schedule

Performance management and CPD

- Participate in the Performance Management Process arrangements for the evaluation of own performance and that of other staff as directed
- Adapt practice in response to monitoring
- Take part in the school's staff development programme by participating in opportunities for continuous professional development

Discipline, Health and Safety

- Manage behaviour effectively and in line with school policy to ensure a good and safe learning environment both on and off site
- To seek approval from the headteacher for all offsite visits and complete the appropriate risk assessments on Evolve
- On a daily basis ensure teaching resources, learning environment and storage of equipment is managed to ensure children are not put at risk

Meetings and Inset

- Participate in staff and key stage meetings
- Meet with outside agencies as necessary
- Attend statutory moderation and offsite INSET at the request of the headteacher

Subject Leaders

- Know the standards and quality of practice in your subject of responsibility through regular book looks, learning walks and gathering of assessment data
- Ensure appropriate and sufficient resources are available in all key stages

- Contribute to the professional development of other teachers and non-teaching staff
- Implement an annual subject action plan and hold a subject knowledge staff meeting
- Update subject specific policy to reflect current practice
- Prepare a written standards report for the governing body annually

Other activities

- Attend assemblies, school Masses, other religious services and events and contribute to their preparation.
- Perform particular duties as from time to time may reasonably be assigned to her/him by the headteacher eg. break duty/detention supervision, organise whole school events, represent the school at an event, plan and deliver a parent information session
- Register the attendance of pupils and supervise pupils, before, during or after school sessions
- Promote the general progress and well-being of individual pupils and of any class or group of pupils
- Foster the growth of the whole child, spiritually, intellectually, socially, emotionally and physically.
- Make records of and reports on the personal and social needs of pupils working closely with outside agencies as necessary
- Communicate and consult with the parents of pupils within the school day and at Parents'

Evenings

- To involve parents in their children's learning
- To promote Equal Opportunities throughout all aspects of school life
- As a leader in our community, to set appropriate standards of dress, language and behaviour
- Participate in leading after school activity clubs in an area of interest to yourself
- To take responsibility for training future teachers or support staff by ensuring course requirements and paperwork are completed fully