|  |
| --- |
| **Class Teacher Job Description** |

|  |  |  |
| --- | --- | --- |
| **Post Title: Class Teacher**  | GRADE MPS/UPS |  |

Subject Leader: Leadership of a subject area if appropriate

|  |
| --- |
| Line Manager/s: The Headteacher, members of the senior leadership team (SLT) and the governing body  |

|  |
| --- |
| Supervisory The postholder is responsible for the deployment andResponsibility: supervision of the work of teaching assistants relevant to their responsibilities.  |

The details set out below describe the main duties and responsibilities relating to the post, however, a document such as this does not permit every item to be specified in detail.

NOTE: This job description has been prepared for the purposes of the school and may be subject to changes subject to the requirements of the school. All changes are subject to consultation between the school and employee.

|  |
| --- |
| **Main purpose of the job:** * Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect and all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within the statutory frameworks which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions of Employment document and Teacher Standards (2012)
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
 |

|  |
| --- |
| **Responsibilities****Duties and responsibilities** All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teacher’s performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school. **Teaching** * Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Be accountable for the attainment, progress and outcomes of pupils’ you teach.
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
* Have a clear understanding of the needs for all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies.
* Use an appropriate range of observations, assessment, monitoring and recording strategies as a basis for setting challenging precise learning objectives for pupils of all abilities, monitoring learners’ progress and levels of attainment.
* Make accurate and productive use of assessment to secure pupils’ progress.
* Give pupils regular feedback, both orally and through accurate constructive feedback and marking in line with policy. Encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
* Use relevant data to monitor progress, set targets and plan subsequent lessons.
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
* Participate in arrangements for examinations and assessments within the remit of the School Teachers’ Pay and Conditions Document.

**Behaviour and Safety** * Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils.
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Carry out playground and other duties as directed and within the remit of the current School Teachers’ Pay and Conditions document**.**
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

**Team working and collaboration** * Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assembles.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
* Cover for absent colleagues within the remit of the current School Teachers’ Pay and Conditions document.

**Fulfil wider professional responsibilities** * Work collaboratively with others to develop effective professional relationships.
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/procedures as appropriate.
* Communicate and co-operate with relevant external bodies.
* Make a positive contribution to the wider life and ethos of the school**.**

**Administration** * Register the attendance of and supervise learners, before, during or after school sessions as appropriate**.**
* Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers’ Pay and Conditions document.
* Marking to be carried out in accordance with school marking policy.
* Progress reports for children to be prepared and issued as per school policy.
* Parent consultation evenings to be attended as per the school policy.

**Professional development** * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

**Subject Leadership (where appropriate)*** Leadership of the curriculum area supporting colleagues in the delivery of learning.
* Monitor teaching and learning
* Assess the interactive curriculum delivery
* Report to SLT and Governors on the success of the subject area

**Other** * To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality.
* Perform any reasonable duties as requested by the headteacher
 |

|  |
| --- |
| **Relationships**The post holder will be required to work flexibly to deliver an efficient service as required by the Headteacher.There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external companies |

|  |
| --- |
| Physical ConditionsThe post is based at St Philip’s Catholic Primary School which is a one-story building and accessible by people with disabilities.This post is subject to an enhanced Disclose and Barring Service check |

|  |
| --- |
| **Prospects****Promotion**Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.**Training**The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

|  |
| --- |
| **QUALIFICATIONS**Qualified Teacher Status – EssentialHonours Degree – EssentialCCRS- Desirable |