



# Sacred Heart Catholic Primary School

*Live and Learn with Jesus*

## **Class Teacher with TLR Job Description**

The range of duties listed below amplifies and extends the role of a class teacher, but does not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Acts.

### **SECTION A: A class teacher is expected to:**

#### **Teaching and Learning**

- Plan and prepare courses, schemes of work and individual lessons appropriate to the age, needs, interests, experience and prior attainment of pupils.
- Teach classes, groups and individual pupils in line with the National Curriculum, diocesan guidance and school policies.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Work with other members of staff to ensure that all children's needs are catered for within the curriculum.
- Ensure the effective deployment of learning assistant support in the classroom.
- Set tasks to be undertaken by children both at school and elsewhere.
- Have high expectations of pupils, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential.
- Ensure that a proper account is taken of any specific needs children have by reason of their gender, language, ethnicity or SEND and that appropriate provision is made for them.
- Use data effectively to establish clear and challenging targets for pupil achievement and improvement.
- Promote the social, emotional and spiritual development and welfare of pupils so that each child feels valued and enjoys learning.
- Supervise and teach any pupils whose teacher is absent.
- Provide Religious Education in accordance with school policy.
- Take part in the corporate life of the school, including assemblies, extra-curricular activities, trips and enrichment opportunities.
- Support students on placement.

## **Monitoring and Recording**

- Monitor and assess pupils' work regularly and accurately.
- Record pupils' development, progress and attainment.
- Provide oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.
- Use assessment information to inform planning, intervention and curriculum development.

## **Ethos of the School**

- Promote high expectations of behaviour, conduct, attendance and dress code.
- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos, vision and aims of the school.
- Maintain an ordered, caring and inclusive environment where children feel secure, valued and motivated to learn.
- Make pupils aware of their rights and responsibilities within the school community.
- Actively support the school's corporate policies relating to equality, diversity, inclusion, behaviour, safeguarding, health and wellbeing.

## **Parental Involvement and Partnership Working**

- Build and maintain a close partnership with parents and carers.
- Participate in Parents' Evenings and meetings with external professionals and agencies.
- Communicate effectively with parents regarding pupils' progress, achievements and wellbeing.
- Ensure parents of children with additional needs are kept informed of provision and progress.
- Uphold the school's well-established links with parents, the parish, local community, cluster schools, governors, the Local Authority and external agencies.

## **Resource Management**

- Maintain an attractive and stimulating classroom environment that supports and scaffolds learning.
- Take responsibility for resources allocated to the classroom.
- Contribute to displays throughout the school.
- Comply with the requirements of Health and Safety and other related legislation.

## **Overall Policy, Performance Management and Professional Development**

- Take part in whole-school reviews of policy and aims, and in the revision or formulation of guidelines.
- Evaluate, review and improve teaching methods, materials and schemes of work.
- Keep up to date with current educational thinking and practice through reading, courses, workshops and meetings.

- Take shared responsibility for professional development.
- Ensure colleagues receive information and feedback on professional development activities undertaken.
- Engage actively with the annual appraisal process.
- Attend weekly staff meetings and contribute appropriately.

### **Equal Opportunities**

- Help ensure that subject matter and learning resources reflect school policies relating to the Equality Act.
- Help ensure these policies are implemented within all aspects of the role.

### **Safeguarding**

- Promote and safeguard the welfare of children.
- Ensure full understanding of school safeguarding and whistleblowing procedures.

## **SECTION B: TLR Responsibilities – Behaviour Lead and Subject Leadership**

### **Behaviour Lead**

- Lead the implementation, development and evaluation of the school's behaviour policy and restorative approaches.
- Promote a consistent whole-school culture of positive behaviour, inclusion and high expectations.
- Support staff in developing effective behaviour management strategies and classroom practice.
- Analyse behaviour, attendance and pastoral data to identify trends and implement targeted interventions.
- Work closely with senior leaders, SENDCo, pastoral teams and external agencies to support pupils with behavioural and emotional needs.
- Coordinate behaviour support plans, pastoral interventions and risk assessments where appropriate.
- Deliver professional development, coaching and guidance for staff on behaviour and relational practice.
- Liaise effectively with parents and carers to support positive outcomes for pupils.
- Contribute to improving attendance, engagement, attitudes to learning and pupil conduct.

### **Subject Leadership**

- Lead the development, implementation and evaluation of the designated curriculum subject across the school.
- Ensure curriculum coverage, progression and consistency in teaching and learning.
- Lead monitoring and evaluation activities including lesson observations, work scrutiny, pupil voice and data analysis.
- Prepare and review an annual Subject Improvement Plan linked to the School Improvement Plan.
- Support and mentor colleagues to improve subject knowledge, pedagogy and curriculum delivery.
- Organise and lead staff meetings, workshops and training linked to the subject area.

- Monitor standards of achievement for all groups of learners against local and national expectations.
- Manage and organise subject resources effectively and advise on future resource needs.
- Maintain communication with governors and provide reports where required.
- Keep up to date with national curriculum developments and educational research relevant to the subject area.

### **Working with Colleagues and Liaison**

- Acquaint new members of staff and supply teachers with school policies and procedures.
- Assist colleagues in the practical implementation of school policies.
- Lead in-service workshops, meetings and professional development activities.
- Promote positive liaison and continuity between phases.
- Work collaboratively with diocesan advisers, external agencies, governors, parents and the wider community.