**St Mary’s Catholic Primary School Haslingden Job description**

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| **Post Title:** | **Class teacher** |
| **Salary Grade:** | **Teachers’ Main Pay Scale** |

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| **Accountable to:** | The Headteacher |
| **Staff responsible for:** | You will be responsible for directing the work of support staff within the classroom, work experience volunteers and parent helpers. |

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| **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 (2013). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school. |

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| **Areas of responsibility and key tasks:**  **1.Teaching**   * Deliver the curriculum as relevant to the age and ability group/subjects 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 use adaptive teaching strategies appropriately to build on these demonstrating knowledge and understanding of how pupils learn * Plan clearly sequenced lessons to ensure progression in learning * Ensure the content is made clear and explicit for each lesson and use principles of instruction for high quality teaching * Have a clear understanding of the needs of all pupils, including those with special educational needs; EAL; disabilities; and be able to use and evaluate adaptive teaching approaches to engage and support them * Demonstrate an understanding of and take responsibility for promoting high standards of English including the correct use of spoken English (whatever your specialist subject) * Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, 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 written, and expect 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 * Adhere to school curriculum policies to ensure consistency throughout school * Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document*s * Prepare and present informative written and oral reports to parents. * Complete agreed targets as part of the appraisal cycle to support the School Improvement Plan. |
| **2. 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 resilience 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 |
| **3.Team Work 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 assemblies * 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 |
| **4.Fulfil wider professional responsibilities:**   * Lead a curriculum subject with positive outcomes for all children throughout school (EYFS to Y6) * 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/processes as appropriate * Communicate and co-operate with relevant external bodies * Make a positive contribution to the wider life and ethos of the school, including extra-curricular activities and school events * 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 head teacher |
| **5. Professional development**   * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, 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 |

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| **Equal Opportunities:**  We are committed to equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. As a school, we will ensure that the policy is properly applied. |
| **Health and Safety:**  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. |
| **Safeguarding Commitment:**  St Mary’s Primary School is committed to safeguarding and promoting the welfare of children and young people – see policy on school website - and expects all staff and volunteers to share this commitment. All staff are subject to an initial and updated DBS, an induction period and the guidance on disqualification by association.  The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any offer of employment will be subject to satisfactory references and an Enhanced DBS check. |

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| **Signature of post holder:** |  | **Date:** |  |
| **Signature of headteacher:** |  | **Date:** |  |