St Saviour's Catholic Primary and Nursery School

Class Teacher
Job Description

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document – September 2013 and the Professional Standards for Teachers – May 2012.

Job Purpose:

- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its Catholic ethos.

Main duties and responsibilities:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan for progression across the age and ability range you teach, designing effective lessons/programs of work in accordance with the needs of individual learners
- To teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs
- To ensure that every pupil's achievements are celebrated.
- To provide an imaginative, well organised and stimulating learning environment.
- To use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- To provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- To deliver the National Strategies as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own schemes of work
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To be a positive role model in terms of behaviour, work and attitudes
- To set high standards of work and behaviour in the class and all other areas of the school
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist, Speech and Language therapist.

- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To participate fully with arrangements made in accordance with the revised Performance Management Regulations 2012 which include the New Standards for teachers.
- To 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
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management
- To participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions document
- To register the attendance of and supervise learners, before, during or after school sessions as appropriate
- To perform any reasonable duties as requested by the headteacher