



*Together, We Learn and Grow in God's Love*

**Sacred Heart**  
**Catholic Primary School**  
A Voluntary Academy

Headteacher: Mr J Masley

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## **JOB DESCRIPTION**

**JOB TITLE** Class Teacher    **GRADE:** MPS - UPS

### **PURPOSE OF THE JOB**

To use professional judgement to meet the learning needs of children within your care and to work to make sure that pupils develop intellectually and personally, and to safeguard pupils' general health, safety and well-being. To act as the lead professional within the classroom environment.

### **RESPONSIBLE TO:**

The Headteacher or their representative with delegated responsibilities. In carrying out these duties, to consult, where appropriate, with the relevant senior managers, other staff in school, parents and carers, pupils and the wider community.

### **IN RELATION TO THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

### **DUTIES AND RESPONSIBILITIES**

#### **PLANNING AND ASSESSMENT**

1. Have a detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements.
2. Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
3. Plan effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are underachieving, very able, or not yet fluent in English, making use of relevant information and specialist help where available.
4. Recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught.
5. Plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans.



Sacred Heart Catholic Primary School, a Voluntary Academy is part of St Gregory the Great Catholic Academy Trust

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6. Set clear targets for improvement of pupils' achievement, monitor pupils' progress towards those targets and use appropriate teaching strategies in the light of this, including, where appropriate, in relation to literacy, numeracy and other school targets
7. Take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
8. Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

## **TEACHING AND MANAGING LEARNING**

1. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
2. Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
3. Secure a good standard of pupil behaviour in the classroom by establishing appropriate rules and high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school.
4. Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real examples.
5. Liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.

## **MANAGING STAFF AND RESOURCES**

1. Establish effective working relationships with professional colleagues
2. Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning.
3. Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

## **OTHER PROFESSIONAL REQUIREMENTS**

1. Operate at all times within the stated policies and practices of the school
2. Demonstrate an active contribution to the policies and aspirations of the school.
3. Demonstrate that they are effective professionals who challenge and support all pupils to do their best
4. Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
5. Set a good example to the pupils they teach in their presentation and their personal conduct.
6. Evaluate their own teaching critically and use this to improve their effectiveness.
7. Understand the need to liaise with agencies responsible for pupils' welfare.
8. Liaise effectively with parents and governors.
9. Take on any additional responsibilities which might from time to time be determined.

We are committed to all aspects of safeguarding for the children in our care, we expect all our staff and volunteers to promote the wellbeing of all our children. Safeguarding is the responsibility of every adult that comes in to this school community in whatever capacity they act in.