



St. Paul's Catholic Primary School

Job Description

Name :

Job Title : Class Teacher

Job Purpose : To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

Accountable to: Headteacher and Governing Body

Duties and Responsibilities:

- Be responsible and accountable for achieving the highest possible personal standards in work and conduct
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Support and develop the Catholic ethos, vision, values and aims of our school
- Provide for the pastoral, educational, social, moral, spiritual and cultural development for each individual child in the class
- Be responsible and accountable for securing the highest possible standards of learning and achievement for all pupils in the class ensuring equality of opportunity for all
- Use relevant assessment information to set targets for improvement across the year
- Actively demonstrate high regard to the school's Health and Safety Policy, Pupils' Charter and Home School Agreement
- Treat pupils and adults with dignity, building relationships rooted in mutual respect, and at 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
- Carry out the duties of a classroom teacher as set out in the current School Teachers Pay and Conditions Policy and the Teacher Standards (2012)
- Represent the school at meetings, working parties and courses when necessary
- Plan, implement and evaluate a broad, balanced, relevant and differentiated curriculum based on the overall curriculum policies of the school and participate in the development of the requirements of the National Curriculum

- Take part in staff meeting discussions, INSET activities and contribute to appropriate staff and curriculum developments
- Work closely with parents and other adults to develop good community links, particularly with our fellow Catholic primary schools, Catholic college, and with our neighbouring local schools
- Encourage parental involvement
- Contribute to the wider life of the school.

Curriculum Responsibilities:

Share responsibility and accountability for the leadership of curriculum subjects (to be advised by the headteacher), throughout the school i.e.

- a) Provide professional leadership and management in the development of the curriculum so as to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils
- b) With the SLT, advise on subject leadership matters with the whole staff and with individual teachers.
- c) Ensure schemes of work are developed appropriately and evaluate the impact on teaching and learning.
- d) Advise on use of materials and establish the introduction of new materials.
- e) Ensure uniformity of approach and continuity of recording, etc.
- f) Define the curriculum intent regarding knowledge and skills at appropriate ages/stages.
- g) Keep abreast of all new developments in allocated subjects and to pass such information on to colleagues in appropriate ways.
- h) Act as a stimulus throughout the school for all allocated subjects in order to maintain a lively and relevant approach to the subject
- i) Be responsible for the selection, storage and maintenance of all resources for allocated subjects within a budget agreed with the Head and by liaising with all members of staff.
- j) Assist in co-ordinating the displays in the school.

Additional Comments

- This job description is in addition to the general statement of duties included in the School Teachers' Pay and Conditions Policy.
- The list of duties to be carried out within this job description need not necessarily be the sum total of the job. The Head, in negotiation with the post holder, may wish to instruct over and above the items listed.
- The work expected in the above job description cannot all be carried out in Directed Time (as per Conditions of Employment).
- Display a commitment to the protection and safeguarding of children at all times.
- This job description can be reviewed/amended from time to time (after consultation) and will be subject to alterations in the light of any new legislation or Conditions of Employment.

Headteacher:

Date:

Teacher:

Date: