

# St Joseph's School



## JOB DESCRIPTION FOR TEACHER

**SCHOOL**

St. Joseph's School, A CVA

**POST TITLE**

Class Teacher

**SALARY RANGE/  
SPINAL POINT**

Main scale

**Signed:**

**Date:**

### PURPOSE OF JOB

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

**The prime purpose of the class teacher's role** is to work with the Headteacher and Governing Body by:

- Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
- Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith whilst promoting social cohesion

**The general duties and responsibilities of the job are:**

- To carry out the statutory tasks as laid down in the current School Teachers' Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the governing body.
- To help to develop the school's distinctive Catholic ethos which welcomes and celebrates members of all faiths

### RESPONSIBLE TO

The teacher will exercise his/her ministry through the following job description of general and specific educational and managerial responsibilities under the immediate directions of the head teacher to whom he/she is responsible.

<b>EMPLOYMENT DUTIES</b>	To be performed in accordance with the provisions of the School Teachers Pay and Conditions Document and within the range of teachers' duties set out in that document.
<b>CLASSROOM PRACTICE</b>	<ul style="list-style-type: none"> <li>• Ensure the highest possible quality learning environment in the classroom, which reflects the Catholic nature of the school.</li> <li>• Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.</li> <li>• Affirm and encourage parents in their role as first educators of their children and ensure effective communication with parents is maintained.</li> <li>• To plan programmes of work matched to individual needs of the children and within the school's agreed policies and Schemes of Work. To produce written records of such planning in line with school policy</li> <li>• Assess and record each pupil's progress systematically in line with current school procedures and use the results to inform planning.</li> <li>• To contribute to discussions, meetings and management systems necessary to ensure co-ordination of the work of the school as a whole.</li> <li>• Frequently, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate.</li> <li>• To contribute to the ideas within the implementation of the School Development plan</li> </ul>
<b>OTHER PROFESSIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support.</li> <li>• Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.</li> <li>• Take responsibility for your own professional development and on-going formation.</li> <li>• Safeguard self from the destructive dangers of over-work and at all times seek to retain a healthy balance in your professional and personal life.</li> <li>• Have a secure knowledge and understanding of the subjects taught.</li> <li>• Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice.</li> <li>• To promote cultural education and global citizenship.</li> </ul>
<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To drive and move your subject area forward in relation to addressing the whole school priorities and raising pupil achievement</li> <li>• To keep abreast of National Curriculum, Foundation Stage guidance and other developments in your subject(s) by reading and attending LEA Subject leader briefings and other relevant courses</li> <li>• To receive letters and catalogues and other information and act upon information as appropriate</li> <li>• To act as consultant to colleagues and head teacher.</li> <li>• To lead policy developments and resource provision in the school.</li> <li>• To monitor and evaluate the effectiveness of learning and teaching and its impact on pupil progress and achievement in the subject(s) across the school by implementing a rigorous and systematic monitoring and evaluation programme including scrutiny of work, teacher planning and agreed lesson observations (the Teachers pay and Conditions of Service Document assumes some of the teacher's own time will be used for these purposes but some non contact can be agreed for these functions)</li> <li>• To be aware of in-service provision and staff development needs and plan accordingly</li> <li>• To organise, monitor and allocate resources in subject and organise replenishment and new purchases</li> <li>• To promote awareness of subject to pupils, staff, parents and governors</li> <li>• To take a lead in the formulation of a school approach to "coaching"</li> <li>• To make an active contribution to curriculum teams</li> </ul>
<b>FURTHER STATEMENT</b>	The job description and allocation of particular responsibilities may be amended by agreement from time to time.