



Saint Paulinus CE Primary School

Class Teacher Job description

Post Held: Class Teacher Salary Scale: Classroom Teacher M1- UPS

General Duties:

Full responsibility for the education and welfare of the designated class in accordance with the requirements of Conditions of Employment of School Teachers, including safeguarding.

Prepare schemes of work and lesson plans in accordance with the National Curriculum, Trust Policies and St Paulinus School Policies.

Inspire, challenge and enthuse every pupil to ensure they achieve high standards and make exceptionally good progress.

Maintain school attendance registers and monitor pupil attendance, informing senior staff of any concerns over absence.

Mark work, assess pupils and maintain records, liaise with parents, staff and other agencies through discussions or written reports as appropriate.

Maintain an organised, stimulating classroom and share responsibility for displaying work throughout the school.

Promote high standards of behaviour within class and assist in maintaining high standards of behaviour throughout the school in accordance with agreed rotas and school policy.

Lead on a whole-school curriculum area, ensuring clear progression of skills and using leadership time to effectively monitor and quality assure progress and attainment for all pupils.

Encourage and maintain the school ethos and promote the school's equal opportunities policy.

Attend staff meetings and staff training days.

To read and attend meetings and courses to further professional development.

Assist in the inclusion of all pupils in mainstream classes.

Participate fully in the statutory requirements for Performance Management including targets to improve pupil progress, classroom observations and review meetings within the agreed school policy and national guidelines.

Comply with the Teachers' Standards.

Perform other relevant duties as may be reasonably assigned by the Executive Head Teacher and/or Head of School.

To whom responsible:

Executive Head Teacher, Head of School, SLT

This job description may be amended at any time after discussion with you.