



## Class Teacher

### Job Description

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.
- Helping to develop the school as an educational community.

The general duties and responsibilities of the role 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 contribute to the Catholic life of the school community.

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 Headteacher to whom he/she will be responsible.

This job description may be amended at any time following consultation with the Headteacher, and will be reviewed annually.

**Classroom Practice** (in accordance with the Professional Standards for Teachers)

- Ensure the highest possible quality learning environment in the classroom.
- Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.
- Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
- Assess and record each pupil's progress systematically in line with current school procedures and use the results to inform planning.
- Maintain good standards of behaviour in the classroom, in accordance with the agreed behaviour policy.
- Mark and monitor class work and set targets for further progress.
- Undertake pastoral and administrative duties in respect of the pupils. The well-being of all children in the school is of concern to all adults in the school therefore pastoral duties extend beyond the designated class.
- Plan and monitor the work of Teaching Assistants and other adults in the classroom.
- Consult the SENCO regarding meeting the needs of children with SEN statements, working collaboratively to produce and maintain required Support Plans for relevant children.
- Evaluate own teaching to consolidate strengths and improve effectiveness when appropriate.





**Other Professional Requirements** (in accordance with the Professional Standards for Teachers)

- Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.
- Manage the use of books and other teaching materials for the classroom.
- Contribute to School Development by responding to organisational, managerial and curricular audits and staff discussion.
- Take responsibility for your own professional development and on-going formation.
- Endeavour to retain a healthy balance in your professional and personal life.
- Have a secure knowledge and understanding of the subjects taught.
- Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice.
- Mark class attendance registers, referring intermittent, lengthy or unauthorised absence to the Headteacher.
- Assess pupils' achievement and progress by reference to standard arrangements agreed by school. Identify those pupils requiring special educational needs support and notify the Special Needs Co-ordinator. Attend termly Pupil Progress meetings with headteacher to discuss individual pupils.
- Compile annual pupil reports, any additional reports and school transfer records (statutory).
- Set a good example in terms of dress, punctuality and attendance.
- Mentor students as required.

**This job description may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.**

**Person Specification**

Professional experience	Essential / Desirable
Qualified Teacher Status	Essential
Evidence of participation in professional development or study	Desirable
Successful teaching experience or evidence of successful completion of initial teacher training	Desirable
Understands and is familiar with teaching and learning strategies	Essential
Ability to work within a professional team and to develop and promote the school's ethos and values within the Primary Phase	Essential
Teach to a high standard and have knowledge of the National Curriculum	Essential
Relates to and motivates pupils	Essential
Understands and values the processes of planning, monitoring and evaluation as an aid to raising standards	Essential
Good classroom management	Essential
Evidence of a commitment to an equal opportunities policy both in service employment	Essential





Good written and oral communication skills	Essential
Good presentation and ICT skills	Essential
Clear and effective in meetings and in one-to-one discussions	Essential
<b>Ability to Lead</b>	
Respond effectively and efficiently to daily challenges	Essential
Make decisions on the basis of sound judgement	Essential
Identify potential for individual development	Essential
Have strategies to implement, monitor and evaluate developments	Essential
Be a professional role model	Essential
<b>Personal Qualities</b>	
Be enthusiastic and determined and contribute to team developments	Essential
Able to work under pressure and recognise and manage stress	Essential
Have flexibility, sensitivity and tact	Essential
Commitment to ongoing and professional development	Essential
Be supportive of the Catholic Ethos of the school	Essential

