



## Job Description: Class Teacher

<b>Job Title:</b>	Class Teacher	<b>School Name:</b>	St. Joseph's RC Primary
<b>Pay scale:</b>	Main Teacher's Pay Scale	<b>Hours:</b>	STPC Document
<b>Reports to:</b>	Headteacher		

<b>Professional Duties:</b>	The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform: (extract from the Schoolteachers Pay and Conditions Document).
-----------------------------	---

### Other Responsibilities:

- To take responsibility for the welfare and safety of all the children in our care and specifically those in the teacher's own class
- To be an effective class teacher, catering for the range of needs of all the children in the class
- To teach within the framework of present school policies, paying particular attention to equal opportunities, multiculturalism and anti-racism
- To ensure that the spiritual development of pupils and others in the school is given clear focus through the prayer life, RE programme and Liturgy of the school
- To have regard to the Roman Catholic character of the school
- To plan and prepare both long and short-term work as a member of a team and to attend regular planning, Key Stage and Staff Meetings
- To organise and resource a stimulating classroom environment which will facilitate autonomous learning alongside whole class, small group and individual teaching methods
- To conscientiously promote the school's pastoral programme in which the needs and values of individual pupils are recognised and which will also contribute positively to their spiritual, social and emotional development
- To establish and maintain good relationships with colleagues, parents and children
- Making records and reporting on the personal, social needs of pupils as well as their progress and attainment
- Participating in meetings arranged for any of the purposes described above

### Assessment and Reports

- Providing or contributing to oral and written assessments and reports relating to individual pupils in line with Assessment Policy
- Communicating and consulting with parents of children

### Performance Management

- To participate in the school's arrangements for Performance Management

### **Review: Further Training and Development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being
- Review periodically, methods of teaching and programmes of work
- Participating in arrangements for further training and professional development

### **Discipline, Health and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect
- Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

### **Administration**

- Registering the attendance of pupils for morning and afternoon sessions
- Supervision of pupils before and during school as agreed
- Marking to be carried out in accordance with school marking policy
- Progress reports for children to be prepared and issued as per school policy
- Parent consultation evenings to be attended as per the school policy

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



## Person Specification: Class Teacher

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

<b>Qualifications &amp; training</b>	<p>The Class Teacher will have:</p> <ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• A commitment to further professional development</li> </ul>
<b>Experience</b>	<p>The Class Teacher should have experience of:</p> <ul style="list-style-type: none"> <li>• Successful teaching practice</li> <li>• Teaching at either Foundation Stage, Key Stage 1 or Key Stage 2</li> <li>• Working successfully as a member of a team</li> </ul>
<b>Knowledge and understanding</b>	<p>The Class Teacher will have:</p> <ul style="list-style-type: none"> <li>• Good understanding of current theory of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age</li> <li>• Thorough knowledge of the National Curriculum and National Literacy and Numeracy strategies or Foundation Stage Curriculum</li> <li>• Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects</li> <li>• Ability to use ICT to effectively support Teaching and Learning</li> <li>• Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy</li> <li>• An understanding of equality of opportunity issues and how they can be addressed in school</li> </ul>
<b>Skills and Abilities</b>	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> <li>• Motivate, encourage and engage pupils</li> <li>• Provide appropriate levels of challenge, so that pupils make good progress</li> <li>• Use methods and resources that enable all pupils to learn effectively</li> <li>• Use assessment information effectively to plan next steps in children's learning</li> <li>• Make effective use of time</li> <li>• Secure high standards of behaviour</li> <li>• Make effective use of teaching assistants and other support</li> <li>• Enable pupils to acquire new knowledge and skills</li> <li>• Enable pupils to develop the skills to work independently and collaboratively</li> <li>• Enable pupils to develop self esteem and respect for others</li> <li>• Create a well organised, stimulating learning environment</li> <li>• Have the ability to make a significant contribution to a school ethos that promotes high achievement</li> </ul>

	<ul style="list-style-type: none"> <li>• Have the commitment to raising achievement</li> <li>• Have the ability to work within the framework of national and whole school policies to ensure consistency of practice</li> <li>• Have the ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process</li> <li>• Have the commitment to further your own professional development and to the principle of continuous improvement</li> </ul>
<p><b>Additional requirements</b></p>	<p>The Class Teacher should:</p> <ul style="list-style-type: none"> <li>• Have or be willing to undergo an Enhanced Disclosure and Barring check</li> <li>• Be willing to undergo a pre-employment health check</li> </ul>

St. Joseph's is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.