



ST. HELEN'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION –CLASS TEACHER

MEMBER OF STAFF:

POST TITLE: Class Teacher

FULL TIME:

SALARY:

RESPONSIBLE TO: Key Stage Leader and Headteacher

CURRICULUM RESPONSIBILITY:

MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

**THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND
PROMOTING THE WELFARE OF CHILDREN AND EXPECTS
ALL STAFF AND VOLUNTEERS TO SHARE THIS
COMMITMENT.**

ALL STAFF ARE EXPECTED TO:

- Safeguard and promote the welfare of all children in our care.
- Play a full part in the life of the School Community, to support the School's aims and to contribute to the ethos of the School by being a good role model to staff and pupils alike.
- Promote the school's Mission Statement and use it as a tool to promote respect at all levels.
- Support the religious life of the School and its legal requirements for collective worship.
- Play an important part in maintaining high standards of achievement and behaviour from pupils.
- Actively promote the School's policies associated with the Every Child Matters agenda such as anti-bullying, Promoting Positive Behaviour, Child Protection etc and to share in the whole school philosophy of supporting the personal needs of individual pupils.
- Comply with the School's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other reasonable duty as requested by the Headteacher.

GENERAL PROFESSIONAL DUTIES FOR TEACHERS:

The Conditions of Employment of Teachers (Part X11 of School Teachers' Pay and Conditions 2005) specify the general professional duties of all Teachers.

EXPECTATIONS OF THE CLASS TEACHER:

- To provide quality learning and teaching opportunities and to ensure that the learning environment supports good teaching and learning.
- To plan effectively, in order to ensure that children are motivated and their learning needs are met.
- To follow the School's curriculum map, the planning systems and assessment for learning and formative assessment procedures used in different year groups.
- To accurately assess children's work, to set targets and provide feedback to pupils and parents/carers, in line with school procedures.
- To have a positive impact on the educational progress of the pupils in your class.
- To contribute to the School Development Plan by expressing your views in the staff questionnaires and where appropriate, writing a section of the SDP that is specific to your subject responsibility.
- To participate fully in whole school evaluation and any developments linked to the five outcomes of the Every Child Matters agenda.
- To enrich the curriculum by planning related visits, visitors, activities etc.
- To liaise with the Assistant Headteacher for Inclusion to ensure that pupils with Special Needs are having their needs met.
- To guide Teaching Assistants to ensure all children engage fully with their learning opportunities and make the expected progress.
- To use effective strategies to ensure good behaviour.

- To work in partnership with parents to support the achievement and well-being of pupils.

CURRICULUM RESPONSIBILITIES:

- Act as a role model for good practice for other staff by modelling effective strategies.
- Support teachers in achieving high standards and ensuring resources are readily available.
- Monitor and evaluate standards of teaching – this will lead to you identifying areas for improvement.
- Collate and analyse end of year data/outcomes and use the information to inform and produce an action plan.
- Evaluate the impact of any new developments/resources on the quality of teaching and learning.
- Provide the Headteacher with information relating to your area of responsibility, including pupil performance.
- Lead training sessions and meetings on issues relating to your area of responsibility.
- Use your expertise to contribute to discussions in staff meetings and training sessions.

RESPONSIBILITY FOR YOUR DEVELOPMENT:

- To engage fully in personal development and the opportunities on offer to you.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be specified.