



St. Helen's Catholic Junior School Academy

Post:	Class Teacher
Employer:	The Governing Body of St. Helen's Catholic Junior School
Responsible to:	Headteacher
Salary Scale:	Main Scale

The professional duties of teachers, (other than the Headteacher) are set out in the School Teachers' Pay and Conditions Document and describe the duties required of all teachers. The specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder, have been set out below:

Responsible for: the post holder is responsible to the Headteacher for his / her teaching duties and responsibilities and for teaching tasks, and, if relevant, responsible for the supervision of the work of school assistants.

The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in school.

The post holder will "have regard to the Catholic Character of the school and not do anything in any way detrimental or prejudicial to the interest of the same"
(C.E.S. Contract of Employment)

Purpose:

To undertake the teaching of all subjects of the National Curriculum to his / her class and pastoral and administrative duties in respect of pupils in this class, as well as the responsibilities in the school as agreed with the Headteacher.

Key Tasks:

To teach primary curriculum subjects as agreed with the Headteacher to his/her class and participate in the planning and development of learning programmes, materials and syllabuses for such subjects, attending meetings on such matters as necessary.

To control and oversee the use and storage of books, stationery and other materials related to his/her teaching, ensuring that any Health and Safety Regulations are observed.

To carry out duties of the class teacher in respect of pupils to include: The maintenance of good order and discipline among pupils, the safeguarding of their health and safety, both on school premises and when engaged in school activities elsewhere;

The establishment of effective relationships with pupils to develop their social and academic potential and to be responsible for their pastoral care in accordance with school policy;

The marking of registers, ensuring absences and lateness are accounted for;

The assessing (oral and written), recording and reporting on the development, progress and attainment of pupils as required:

The undertaking of administrative duties in respect of his/her class as agreed with the Headteacher; tasks as specified in the School Teachers' Pay and Conditions Document.

The teaching, according to their educational needs, of pupils assigned to him/her, including the setting and marking of work carried out by the pupils in school and elsewhere, e.g. homework;

To lead assemblies and to attend assemblies as directed by the Headteacher;

To supervise the work of the teaching assistants appropriate to his/her class;

To carry out supervision of pupils as detailed by the Headteacher;

To participate in meetings with parents and colleagues at school which relate to the administration, organisation and curriculum of the school;

To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post, reviewing from time to time his/her methods of teaching;

To give guidance, support and encouragement to staff and leading in-service development sessions.

To co-ordinate activities relating to a subject area or areas to include:

Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment.

In addition to the roles and responsibilities of class teacher,

The post holder will undertake further management tasks and be accountable for the following activities:

- Formative and summative assessment across phase (lower school/upper school)
- Lead and manage work scrutiny within year groups (lower phase/upper phase)
- Supervision and management of planning within year group/phase
- Head and manage the implementation of school initiatives
- Head in-school improvement
- Develop and lead Inset to support CPD
- Provide/participate in data analysis
- Head planning meetings
- Have an overview of attainment throughout the school
- Responsibility for assessment and monitoring of data across lower phase (RAISE online)
- Responsibility for developing the curriculum across the phase and having a strategic view for curriculum development
- Supporting leadership and management of school initiatives
- Inspiring, driving and challenging other across the phase
- Supporting and managing staff across the phase

- Leadership and management of planning across the lower phase

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