



**St Thomas' Catholic Primary School**  
*(as part of Kent Catholic Schools Partnership MAT)*  
**Job Description – Teacher – September 2017**

Job Title:	Class Teacher
Reports to:	Head teacher or designated line manager
Grade:	Teacher's Pay & Conditions

### **Purpose of Job**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, Kent Catholic Schools Partnership and school policies.

### **Main Responsibilities:**

1. To take responsibility for planning and implementing high quality teaching and learning experiences for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.
4. To provide leadership for the school of a subject or curriculum area, as agreed with the Headteacher (if applicable)

### **Principal Accountabilities:**

1. Be committed to supporting the Catholic ethos of the school and vision for Catholic education.
2. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
3. To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability in their academic, personal, social and spiritual development.
4. To make appropriate educational provision for children with SEN and those learning EAL, with support from the Inclusion manager.
5. To effectively plan and manage the teaching assistant/s working within the class.

6. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
7. To provide children with opportunities to manage their own learning and become independent learners.
8. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
9. To foster each child's self-image and esteem and establish relationships which are based on mutual respect and the Gospel Values.
10. To maintain a high standard of display both in the classroom and in other areas of the school.
11. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
12. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
13. To assess children's progress and provide verbal and written feedback to pupils so as they understand what they have done well and next steps in their learning.
14. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
15. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
16. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures.
17. To liaise with support staff both school based, from the LA, KCSP & from other external bodies as required.
18. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
19. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school and KCSP MAT.

## Key Organisational Objectives:

The Post-holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Criminal Records checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Disclosure and Barring Service regarding any convictions against them and, as appropriate the nature of such convictions.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....