



"I called you by your name, you are mine." Isaiah 43

ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Job Description

Designation: Class Teacher

Responsible to: The Governing Body via the Headteacher

Employment duties:

- The education and welfare of a designated class or group of pupils in accordance with the requirements of the School Teacher's Pay and Conditions Document. The performance of these duties is under the direction of the Headteacher.
- To promote the ethos of the Catholic school within the context of our mission statement.
- To plan, teach, monitor, assess and evaluate the education programme for the children taught.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- The teaching of the children within your charge with due regard to the requirements of the National Curriculum, the school's aims and objectives and schemes of work and any policies of the LA and Governing Body.

Professional duties:

- To be responsible for teaching of primary age children according to their educational needs - providing a differentiated, balanced, progressive, caring and stimulating curriculum in line with school and statutory requirements.
- To plan and prepare courses and lessons appropriate to the educational needs of the children within your class, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Use a variety of suitable teaching and learning styles.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.
- To develop a lively and stimulating learning environment with good access to resources.
- Teach pupils to take responsibility for resources and the environment.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Work with all members of staff and parents to ensure that schools' behaviour and discipline policy is implemented and to work at all times towards the happy, self-discipline child.
- To liaise with Senior Leaders and other appropriate persons in connection with advice and co-operation concerning the teaching and pastoral care of the pupils assigned to your class or group.
- To demonstrate a commitment to equal opportunities and inclusion and a sensitivity to the needs and abilities of the individual child.

- To attend and participate in meetings and training at the school, or elsewhere as directed, which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- To share fully in the schools corporate responsibility for the well being and good behaviour of all pupils.
- To keep abreast of trends and developments in education, contributing to the whole school learning ethos.
- To plan and supervise, in conjunction with the SENCO, the work of support personnel assisting in the classroom.
- To advise and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of specific subjects, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Assessment, recording, reporting

- To maintain a high standard of record keeping and assessment to demonstrate children's progress, development and attainment; using a variety of methods according to national curriculum requirements and school policies.
- To assess, record and report on the development, progress and attainment of the pupils whom you teach.
- To be responsible for monitoring and reporting to the Senior Leadership Team and parents on the progress of children in the class, both formally and informally.
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence in their work and behaviour.
- Participate in arrangements for preparing pupils for statutory examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

- To develop good relationships with parents/carers for the benefit of their child's education.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Note and respond to all messages left on staff notice board, emails or in staff pigeonholes.
- Ensure that all accidents, behavioural incidents and Child Protection concerns are properly recorded and reported.
- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions.
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Professional Development

- To participate in arrangements for Teacher Appraisal as in the agreed school policy.
- Participate in arrangements for her/his further training and professional development as a teacher.

Subject leader responsibility

(This does not apply to Newly Qualified Teachers in their first year of teaching)

- To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
In particular:
- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the Deputy Head teacher or Headteacher.
- To assist the Headteacher with the revision of policy and practice in your curriculum area as and when necessary.
- To maintain financial records of resources and work within a set budget.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- Promoting the school's vision and ethos.
- Relating positively to and showing respect for all members of the school and wider community ongoing relevant professional self-development.
- To undertake, with all other members of staff, general responsibilities concerned with the day-today running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.

Safeguarding

- To ensure the children's safety at all times.
- To demonstrate commitment to safeguarding and child protection policies and 'Keeping Children safe in Education' at all times.
- Staff are expected to follow a code of conduct and should act in a professional manner at all times.
- Must have an Enhanced DBS Check and successful references.

Other skills

- To have a good knowledge & understanding of the National Curriculum.
- To be able to work as a member of a team.
- To liaise with relevant staff to ensure high standards of work.
- To have good interpersonal skills.
- To use good organisational skills and liaise with colleagues accordingly.
- To communicate orally and in writing effectively with colleagues, governors and parents.
- Where appropriate to provide support and training for colleagues.
- To keep appraised with local, national and global developments.
- To keep accurate records in accordance with the school's policies.

Working time (part time pro rata):

- To be available for work on 195 days in any school year, of which 190 days shall be days on which you will be required to teach pupils in addition to carrying out other duties connected with the school. These 195 days to be specified by your employer.

- To be available to perform such duties at such times and such places as may be specified by the Head Teacher for 1,265 hours in any school year, these hours to be allocated reasonably throughout those days in the school year during which you are to be available for work excluding time spent in traveling to or from the place of work.
- The teacher will be entitled to 10 per cent PPA time.
- A teacher shall not be required under his/her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 1pm.
- In addition to the requirements set out above, to work such hours as may be needed to discharge effectively your professional duties, including, in particular, the marking of pupil's work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The time required for these duties shall not be defined by the employer but shall depend upon the work needed to discharge your duties as a teacher.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation with you.

This job description does not form part of the contract of employment. It describes the way the job holder is expected and required to perform and complete the particular duties as set out above.