

# **ST MARGARET CLITHEROW CATHOLIC PRIMARY SCHOOL**

Trench Road, Tonbridge, Kent TN11 9NG

Our School Mission Statement

**Learning for life, loving God  
Ourselves and others.  
Valuing all of His creation.  
Enabling us to do our best.**

## **JOB DESCRIPTION: CLASS TEACHER**

- 1 To know and actively support the school Mission Statement and to ensure it is reflected in all activities.
- 2 Respect and support the aims of Catholic Education in our school:
  - lead children to a living, active and personal Christian faith;
  - facilitate the all round development of each child recognising their individuality;
  - help children develop personal qualities
  - help children, by example, to develop good behaviour and positive attitudes towards adults, peers, property and study.
- 3 Be an interested, active and contributory member of the teaching staff, taking an active role in the educational, spiritual, social and personal development of children throughout the school.
- 4 Understand and agree to the National Teachers Standards.
- 5 Use and develop your professional skills as an enthusiastic classteacher.
- 6 Achieve the highest standard in class organisation, teaching and presentation of pupils' work. Be prepared to discuss any aspect of your work with the Executive Principal, Academy Principal, Phase Leaders, Subject Leaders.
- 7 Create a school environment that is stimulating and challenging for all pupils both within your classroom and the school generally.
- 8 Encourage and support the pupils to become capable and responsible in the use of facilities and resources available to them including ICT.
- 9 Recognise and celebrate the achievement of all children.
- 10 Plan as agreed to deliver the National Curriculum, other subjects as agreed by the school and Religious Education to the children in your charge.
- 11 Work as part of the Phase Team, contributing to Long Term Planning and medium Term Planning for the beginning of each term. Liaise with team teachers and LSA's and other adults in the classroom to form a good working relationship.

- 12 Keep short term plans which address the learning objectives as targeted within MTPs and showing evidence of differentiation according to your ongoing assessment of pupils' individual, group and class needs.
- 13 Keep records of pupils' work and daily observations as necessary to inform your own planning, teacher assessment, parent consultation, school assessment systems, pupil reviews and termly/annual reports.
- 14 Write, or share in writing, of Provision Maps, EHC plans, annual reviews for children in your class who are on the special needs register.
- 15 Share with the phase group the responsibility of ensuring that suitable provision is made for all children in your class.
- 16 Consult and inform phase leader and parents regarding the progress attainment and attitude of their children.
- 17 Ensure effective and constructive home, school, parish liaison.
- 18 Be willing and co-operative in meeting any reasonable request concerning the successful functioning of the school by the Executive Principal, Academy Principal including after school staff meetings.
- 19 Ensure, by your example, that all teaching sessions start promptly.
- 20 The classteacher should make themselves aware of the guidelines in the staff booklet particularly with regard to emergencies and seek to follow them.
- 21 Understand and abide by all safeguarding guidelines at all times.
- 22 Participate in arrangements for performance management and the development of your own professional development.
- 23 Where appropriate to take responsibility for a subject area to ensure excellent teaching and progression of subjects across the school
- 24 Provide samples of work and planning as requested by Senior Leaders/Subject Leaders.

April 2020