

JOB DESCRIPTION FOR CLASS TEACHER

St Joseph's is a Catholic School. It is founded on our partnership with parents and parish. We endeavour to prepare pupils for the challenge of life through the Gospel Command – to love God, ourselves and our neighbour – we hope to foster love, care and mutual respect. We will develop the individual to their full potential, spiritually, morally, socially and academically in an environment, which encourages academic achievement for all, in line with the requirements of the National curriculum.

In addition to what is set out in the current School Teachers' Pay and Conditions document the Governors would like to emphasise that as a member of St Joseph's Catholic Primary School you would be expected to

- Uphold, support and promote the Catholic faith, ethos and aims of the school

Job purpose (Teacher Standards)

- To promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you principally, but not exclusively, by teaching primary pupils as a class teacher, in accordance with the aims and policies of the school.
- Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct

Specific Duties and responsibilities

Teaching, Learning and Assessment

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Attending and preparing assemblies/collective acts of worship, and preparing Masses as required, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions in accordance with school policy
- Be accountable for the attainment, progress and outcomes of all pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Demonstrate secure subject knowledge in all areas of the Primary Curriculum
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs

and to take a responsible and conscientious attitude to their own work and study

- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment
- Communicating and consulting in accordance with school policy with the parents of pupils you are assigned to teach
- Participating in meetings at the school which relate to the curriculum, administration or organisation of the school
- Meeting with other professionals (such as Attendance and Pupil Support, Educational Psychology Service etc.) to ensure the needs of your pupils are met

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils and highlighted in our core values
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Professional Development

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

Wider Professional Responsibilities

- Demonstrate consistently high standards of personal and professional conduct
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards of attendance and punctuality
- Always act within the statutory frameworks which set out their professional duties and responsibilities
- Treat pupils with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position

Other

- Work collaboratively with others to develop effective professional relationships and to support school development
- Deploy support staff effectively as appropriate
- To deal with other returns and requests for information about children as required
- To contribute and assist to keep up to date the pupil records for each pupil in your class
- To implement the school policy on personal appearance, uniform and behaviour of pupils
- To lead, or take part in assembly/acts of collective worship with the class
- To work with colleagues to produce policies and guidelines for assessment across the Core subject areas. To ensure within agreed budgets appropriate resources for this. To liaise with the Deputy Head, subject managers and phase co-ordinators to ensure coherence and continuity throughout the school and the efficient application of the School's Assessment Policy. To attend meetings relevant to that area. To disseminate relevant information and legislation to colleagues
- Make a positive contribution to the wider life and ethos of the school

Line management – responsibility to and for

Responsibility to the Headteacher

Staff at St Joseph's Catholic Primary School are employed by our Governing Body

Review and amendment

This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition it may be amended at any time after consultation with you. It will be signed if agreement is reached. If following review and amendment agreement is not reached the appropriate procedures should be used for settling disputes.

Signature of Class teacher _____

Signature of Headteacher _____

Date _____

Date of review _____

St Joseph's Catholic Primary School

Person Specification: Class Teacher

	Essential	Desirable
Faith commitment	Ability to actively promote the Catholic ethos of the school and become involved in the wider life of the school community	Practising Catholic CCRS certificate
Qualifications	Qualified Teacher status	Evidence of continuous INSET and commitment to further professional development. Evidence of successful subject leadership.
Experience	The Class Teacher should have successful teaching experience. The Class Teacher will be able to demonstrate that they meet the national standards for teachers.	In addition, the Class Teacher might have experience of: <ul style="list-style-type: none">• teaching across the whole Primary age range;• Working in partnership with parents.
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none">• the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);• statutory National Curriculum requirements;• the monitoring, assessment, recording and reporting of pupils' progress;• the statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health & Safety,	In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none">• the preparation and administration of statutory National Curriculum tests;• the links between schools, especially partner schools;

	SEND and Child Protection;	
	<ul style="list-style-type: none"> the positive links necessary within school and with all its stakeholders; effective teaching and learning styles how ICT can be used to enhance children's learning across the curriculum subjects 	
Skills	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> promote the school's aims positively develop good personal relationships within a team; establish and develop excellent professional relationships with parents, governors and the community; communicate effectively (both written and verbally) to a variety of audiences; create a happy, challenging and effective learning environment; demonstrate effective behaviour management in line with school policy and practices use ICT effectively and creatively to enhance learning 	<p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> Demonstrate how he/she has enabled others to deliver aspects of the curriculum and the impact of this. demonstrate their ability to develop a creative curriculum approach
Personal characteristics	<p>Approachable, Committed, Enthusiastic</p> <p>Organised, Patient,</p>	

Essential characteristics will be assessed at the short-listing stage. Desirable will be taken into account at short-listing and also explored with short-listed candidates at their interview – if appropriate. Candidates who fulfil all essential and the most desirable will be called for interview.

Please note: ***St Joseph's Catholic Primary School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be responsible for promoting and safeguarding the welfare of children he/she is responsible for, or comes into contact with.***