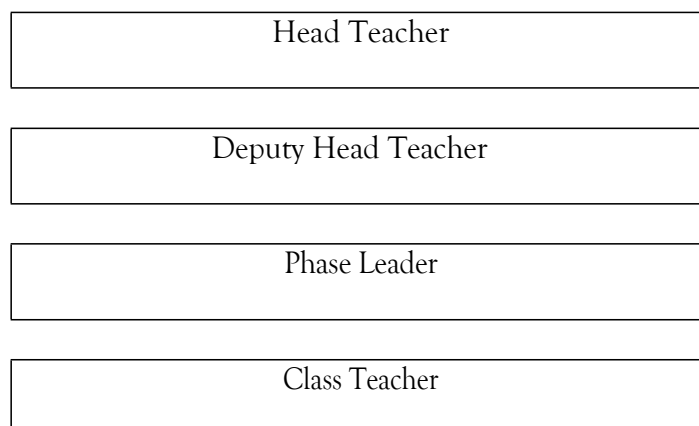


# Job Description

Job Title:	Class Teacher
School:	St Patrick's Catholic Primary School
Responsible to:	Phase Leader/DHT/HT
Job Purpose:	Under the reasonable direction of the Head Teacher, carry out the professional duties of a school teacher, as set out in the current School Teacher's Pay and Conditions document
Hours of Duty:	Full-time as specified in the current School Teachers' Pay and Conditions document
Liaising with:	Head Teacher, Leadership Team, teachers, support staff, parents, Diocese and LA representatives, external agencies
Salary Scale:	Classroom Teacher's salary scale in accordance with the school's Pay Policy
Any Special Conditions of Service:	<ul style="list-style-type: none"><li>The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the School</li><li>The post holder will be required to attend occasional evening and weekend meetings</li></ul>
DBS Disclosure Level	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



## **1. SCHOOL ETHOS**

- 1.2 To foster the school's Catholic ethos
- 1.3 Ensure that school's commitment to the Gospel and care of our pupils is provided
- 1.4 To promote the school and celebrate its success at every opportunity
- 1.5 To promote and support positive images of children's culture in order to raise self-esteem and self-confidence
- 1.6 To ensure that all children are happy, confident and successful learners
- 1.7 To ensure that all children in the class have an equal opportunity to reach, attain and exceed their targets regardless of their ethnicity, ability, gender and social background

## **2. CURRICULUM PLANNING**

- 2.1 Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
- 2.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 2.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 2.4 Ensure efficient use and maintenance of all teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum and encourage independent learning.
- 2.5 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum area.
- 2.6 To work positively and effectively within teams which may include cross-age groups, curricular, Key Stage teams or to be part of Early Years, Transition Years or Upper Years team.

## **3. TEACHING AND LEARNING**

- 3.1 Develop effective lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 3.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 3.3 Present appropriately demanding subject content in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 3.4 Ensure the effective deployment of Teaching Assistant support in the classroom.
- 3.5 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 3.6 Create and maintain an orderly, safe, stimulating and informative classroom environment and ensure that displays in shared areas are maintained to a high standard.
- 3.7 Maintain good practice and implement changes in accordance with developments in educational theory and practice.

- 3.8 Set pupils targets, assess progress and maintain records in accordance with school policy.

**4. LEADERSHIP RESPONSIBILITY***(where applicable)*

**Leadership**

- 4.1 To be responsible for all aspects of the school's provision in your area of responsibility
- 4.2 To take a leadership role in raising the pupils' standards of achievement in your area of responsibility
- 4.3 In partnership with the Leadership Team to implement, review and evaluate the school development plan and attend annual target meetings with Head Teacher to discuss your area of responsibility
- 4.4 To keep up-to-date with new initiatives by reading appropriate publications, attending meetings and in-service training; disseminating information where appropriate
- 4.5 Work with all school leaders to ensure curriculum continuity and progression in your area of responsibility
- 4.6 Manage the area budget and maintain resources

**Standards**

- 4.7 To monitor standards of achievement, curriculum provision, progress, classroom organisation and management in your area of responsibility
- 4.8 To monitor and evaluate the curriculum provision in your area of responsibility through assessment analysis, pupil interviews, parental feedback, work and planning scrutinies and observations

**Staff Support and Development**

- 4.9 To lead, support and guide all staff in delivering good or outstanding provision in your area of responsibility and ensure that they work as a positive and effective team

**5. PASTORAL CARE**

- 5.1 Develop positive relationships with all children based on their achievement and promote their general progress and well-being and participation in all aspects of school life
- 5.2 Maintain a positive approach to child support, supporting the school's policies relating to attendance, punctuality and behaviour
- 5.3 Consult the Leadership Team of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved
- 5.4 Ensure high behaviour expectations are explained, understood and followed by all children in and outside the school
- 5.5 Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents
- 5.6 To follow consistently the School's Behaviour Policy and liaise with appropriate members of staff

**6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

- 6.1 Report appropriately to parents on the needs and progress of their children
- 6.2 Promote home-school partnerships to encourage families to support their children's learning and respond promptly to queries and concerns
- 6.3 Support the work of the 'Friends of St Patrick's Association' (PTA)

- 6.4 Uphold the school's well established links with the local community and networking schools, the Diocese, LA and other external agencies

## **7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- 7.1 Engage actively with the annual Performance Management review process, in accordance with the school's policy
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken
- 7.4 To fulfil the agreed tasks allocated in directed time and meet the deadlines set

## **8. SUPPORT FOR THE SCHOOL**

- 8.1 Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- 8.2 Be aware of, support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued
- 8.3 Contribute to reaching the school aims and meeting the targets set out in the school development/improvement plan
- 8.4 Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils taking the initiative to develop multi-agency approaches
- 8.5 Attend and participate in regular meetings as appropriate
- 8.6 Participate in training and other learning activities as required
- 8.7 Establish best own practice and lead specialist area and use to support others
- 8.8 Assist with the planning of opportunities for pupils to learn in and out of school contexts, according to school policies and procedures and within working hours
- 8.9 Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend in-school, activities
- 8.10 Ensure effective team communication, teaching assistant induction, development and maintain an effective performance management system in liaison with the school Leadership Team
- 8.11 Contribute to the school senior leadership team

## **9. FINANCIAL**

To work in accordance with Financial Regulations and procedures of the school

## **10. HEALTH/SAFETY/WELFARE**

Responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies and procedures and current legislation

## 11. SECONDARY DUTIES

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role and needs of the school, as may be determined by the school.

This job description is current at the current time, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_