



Our Lady's R.C Primary School

JOB DESCRIPTION

JOB TITLE: Class Teacher

ACCOUNTABLE TO: The Headteacher

The appointment is with the Governing Body of the School as employer under the terms of the Catholic Education Service Contract. It is also subject to current conditions of employment of school teachers, contained in The School Teachers' Pay and Conditions Document and other current educational and employment legislation.

1. Catholic Ethos

To work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of this Roman Catholic school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

1.1 To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.

1.2 To implement the policy of the Governing Body on Religious Education.

1.3 To ensure that pupils have a safe and caring environment both in school and on out of school activities.

1.4 To foster good relationships with all members of the school and local community including parents.

1.5 To promote the school and all it stands for.

1.6 To celebrate the successes of the school at every opportunity

1.7 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment

1.8 To perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

2. Teaching and Learning

Within the context of a Roman Catholic Primary School, the search for excellence pursued through teaching and learning takes place in the context of the individual needs and aspirations of the pupils.

2.1 To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching and evaluating, as required by the school's policies.

2.2 To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.

2.3 To manage the classroom effectively to develop a purposeful and stimulating learning environment.

2.4 To manage pupil behaviour in a positive and effective manner.

2.5 To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.

2.6 To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.

2.7 To set targets for individual pupils as required.

2.8 To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, cooperate with persons or bodies outside the school and participate in meetings as necessary.

2.9 To promote the general progress and well being, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to him/her.

3. The Teacher as a Professional

In a Roman Catholic Primary School, the responsibility of each teacher is to assist the Headteacher in the leadership of a faith community for whom Christ is the model. In the teaching and management of staff, their unique contribution as individuals, valued and loved by God, should be recognised.

3.1 To contribute to a climate of mutual support, in which self confidence and self esteem can grow and to work as a member of a team.

3.2 To be committed to personal professional development and to participate in the school's system of performance management

3.3 To contribute as appropriate to the professional development of colleagues.

3.4 To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.

3.5 To supervise and support the work of teaching and learning assistants including volunteers.

3.6 To take part in the induction and assessment of newly qualified teachers and of students undertaking school practice.

3.7 To supervise pupils outside the classroom as required by the Headteacher and within the Conditions of Employment.

3.8 To participate in cover for absent staff as required and within the terms of the Conditions of Employment.

4. Resource Management

In a Roman Catholic Primary School, the relationship between the Mission Statement and the deployment of all staff, finance, resources, time and energy should reflect the Catholic aims of the school community and the needs of all pupils.

4.1 To manage materials and equipment for lessons to ensure minimal damage, wastage or loss.

4.2 To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

5. Specific Responsibilities

To lead and co-ordinate an area of the curriculum as required, except in the ECT year, the Subject Leader will:

5.1 Take a leading role, with the support of the Headteacher and senior Leadership Team, in monitoring and developing the quality of the teaching and learning of the curriculum area/s throughout the school.

5.2 Monitor standards in the curriculum area/s throughout the school.

5.3 Disseminate information regarding Early Learning Goals, National Curriculum and other educational developments to colleagues, as appropriate.

5.4 Provide guidance and support to colleagues.

5.5 Develop and maintain liaison with subject leaders for other subjects, at different Key Stages and with other organisations.

5.6 contribute to staff meeting agenda items where aspects of co-ordination and leadership are required.

5.7 Support the Headteacher in communicating information about the curriculum area for parents and governors.

5.8 Monitor and review current Curriculum Policy Statements and make recommendations for development.

5.9 Develop curriculum policy statements and guidelines for the teaching and learning of his / her curriculum area/s.

5.10 Monitor and evaluate curriculum planning (long, medium and short term), assessment and record keeping.

This job description and allocation of particular responsibilities may be amended by agreement from time to time.