



**ST. JOSEPH'S
CATHOLIC PRIMARY SCHOOL**

JOB DESCRIPTION

PRIMARY SCHOOL CLASS TEACHER

Responsible to: Headteacher / Deputy Headteacher/ Senior Management Team

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document, the Teachers Standards and Diocesan guidelines.

In addition to this, teachers undertake to develop the children in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the school should remain central.

Main Purpose:

- To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school.
- To perform such particular duties as from time to time may be reasonably assigned by the Headteacher.

Your main professional duties are to:

- Promote and support the Catholic ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contribute to the preparation of these throughout the year;
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan;
- Teach the class assigned to you according to the pupils' differing educational needs in accordance with the teaching styles agreed by the school, and promote the general progress and well being of the children;
- Plan and prepare lessons appropriate to the age of the pupils and covering the range of subjects required by the Curriculum of the school, as laid down by the Headteacher, and ensure that all children make good or better progress;
- Liaise with the Inclusion Manager/SENCo in the writing of Individual Education Plans (IEPs) and with the Gifted and Talented Coordinator in the case of children who have been identified as gifted and talented;

- Keep records of planned work in accordance with the methods laid down by the Headteacher and agreed with the teaching staff of the school;
- Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy;
- Be committed to meeting the School's agreed standards of quality teaching.
- Work co-operatively and collaboratively with colleagues
- Provide supervisory cover and teach any pupils whose teacher is not available to teach them, under the directions of the Head Teacher.
- Participate in the life of the school by attending school functions, fund-raising events organised by parents, and by leading an extra-curricular lunchtime or after-school club;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress;
- Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils;
- Make assessments of individual pupil progress in RE, the core and foundation subject areas and keep all required records in the agreed format;
- Inform the parents of their child's progress in all subject areas, as well as personal and social qualities and needs, through written reports at the end of the school year, planned parents meetings, and at other times, in accordance with the directions agreed by the Head Teacher;
- Evaluate their own teaching and use this analysis to identify effective practice and areas for improvement;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance;
- To assume the responsibility as Subject leader / co-ordinator for an area / areas of the curriculum ensuring strategic direction and development of the subject within the school (unless NQT);

Accountable for:

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class. The school takes the safety of children seriously.
- All staff are expected to follow the school's Child Protection Procedures.