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| **JOB DESCRIPTION** |
| **Post Title:**Class Teacher |
| **Salary:**MPS |
| **Start date:**September 2025 |
| **Responsible to:**The Executive Headteacher |
| **SAFEGUARDING STATEMENT**St Joseph & St Teresa’s Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults are required to adhere to the school’s safeguarding policies and practices.As part of the school's safe recruitment procedures all staff regularly undergo the enhanced DBS check. |
| **Responsibilities and Duties : Main Scale Teacher – M1 – M6** |
| **Main purpose of the job:** * Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Teaching:*** Deliver the curriculum as relevant to the age and ability group that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of 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
* 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)
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* 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

**Whole school organisation, strategy and development:*** Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on curriculum and/or student development to secure co-ordinated outcomes.

**Health, 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
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Management of staff and resources:*** Direct and supervise support staff assigned to you and, where appropriate, other teachers.
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy resources delegated to you in accordance with school policies.

**Professional development:*** Participate in arrangements for the performance management process and review of your own performance and, where appropriate, that of other teachers and support staff.
* Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction

**Team working and collaboration:*** 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
* Deploy staff appropriately to ensure the needs of the learner is met and be feedback on their performance
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

**Fulfil wider professional responsibilities and behaviour:*** Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school
* To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
* To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
* To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school.
* To provide a good role model for students.
* To support and uphold the aims, values and ethos of the school.
* To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
* To maintain an appropriate and professional distance with students in more informal situations.
* Use the school’s positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
* To celebrate and praise the achievements of staff and students.
* To deal with students in a manner which conveys mutual respect.
* Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
* Be smartly and professionally dressed.

**Administration:*** Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks as required by the Head
* To support the Catholic ethos of the school and the Teachings of the Catholic Church and teach Religious Education to a high standard as expected across the school.

**Professional development:*** 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 appraisal

**Other:*** To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the head.

**Note:**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.Updated – May 2022 |  |