

# St. Johns' Catholic Primary School



*"Christ is the centre of our school community where we live, love and learn together"*

## **Class Teacher Job Description**

### Job Purpose

To carry out the professional duties of a teacher in accordance with the school's policies under the direction of the Headteacher.

### **Areas of Responsibility and Key Tasks**

#### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed.
- setting tasks which challenge pupils and ensure high levels of Interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour,
- using a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particular the foundations for literacy and numeracy;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and preserve, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and lay and talk as a vehicle for learning.

## Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress; assess and record pupils' progress systematically and keep records to
- check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

## Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to the whole school's planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers Contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class teachers and other current legislation. This job description should be read in conjunction with the School Teachers' Pay & Conditions Document.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

*St John's Catholic Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.*

*It is a criminal offence for someone who is disqualified to knowingly seek or accept work (or continue to work) in a 'regulated activity position'. Therefore, in addition to interviews applicants will be required to undertake pre-employment checks which will include References, Health, Right to Work in UK, Overseas Criminal Checks, Enhanced DBS and Banned List checks and if applicable a check under the DfE Childcare Disqualification Regulations.*

[Keeping Children Safe in Education](#) states the need for schools to conduct an "online search as part of their due diligence on the shortlisted candidates." The purpose of the online check is to help identify any incidents or issues that have happened, and are publicly available online, which the school / setting might want to explore with the applicant at interview, to establish their suitability to work with children. The online check forms are one part of the school's pre-employment checks process.