



## **Job Description: Class Teacher**

### **St Columba's Catholic Primary School**

*This job description may be amended at any time, following consultation between the Headteacher and Teacher, and will be reviewed annually*

**Purpose of the job:** To provide a high-quality educational experience for all children

**Directly responsible to:** Headteacher

#### **Principal Accountabilities and Responsibilities:**

1. To carry out the duties of a school teacher as set out in the 'School Teachers' Pay and Conditions' document 2023 [School teachers' pay and conditions document 2023](#) (and subsequent publications).
2. To continue to meet the required standards for Qualified Teacher Status [Teachers' standards - GOV.UK](#)
3. To be committed to the values, ethos and continuing success of the school.

#### **Knowledge and understanding:**

- Understand how pupils' learning is affected by their physical, intellectual, emotional, social development
- Understand the stages of child development and make all necessary adaptations to meet these, and to address the needs identified in their Education Health Care Plan.
- Understand how to effectively promote spiritual, moral, social and cultural education with pupils who have severe learning difficulties and complex autism.
- Select and make good use of ICT skills for classroom and management support.
- Be aware of and support the school's current systems and structures as outlined in policy documents, including the Child Protection Policy.
- Understand and know how data can be used to set clear targets for pupils' achievement.

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

- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.

- Be an enthusiastic classroom leader with presence, energy and a sense of humour.
- Set high standards and be an effective role model for pupils and other staff members.
- Make effective use of assessment information on pupils' progress and achievement and in planning future lessons.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and achievement, so that learning objectives are met.
- Use a variety of teaching and learning styles to motivate and keep all pupils engaged.
- Evaluate own teaching critically to improve effectiveness.
- Manage and lead a team of additional support assistants to ensure that they are deployed effectively, and school policies and procedures are followed appropriately.

**Monitoring, Assessment, Recording, Reporting and Accountability:**

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social and emotional progress of each child and use the results to inform planning.
- Annotate pupils work and learning journey books, providing sufficient information to set future targets.
- Provide reports on individual progress to the Headteacher, Parents and Local Authority as required.

**Other Professional Requirements:**

- Be able to prioritise and manage own time effectively, particularly in relation to balancing the demands made by admin duties, teaching and working collaboratively with colleagues.
- Be an effective leader by directing and co-ordinating the work of support staff.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Deal sensitively with people and resolve conflict professionally.
- Be able to communicate effectively orally and in writing to a range of audiences.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for own professional development, seeking advice and support when necessary.
- Be able to work under pressure and to agreed deadlines.

These responsibilities may be reviewed at any time with due consultation and will be reviewed as part of ongoing review of staffing and responsibility structures in keeping with the changing needs of the school.