**Diocese of Hexham and Newcastle in partnership with Durham Council**



***St. Pius Xth R.C.V.A. Primary School,***

**Thornfield Road, The Grove, Consett, Co. Durham. DH8 8AX**

Head Teacher: **Mrs J. Cruise B.A,(Hons) P.G.C.E..**

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**Job Description**

**Class Teacher**

*This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic, where possible, or another person who can show by example and from experience that he or she will exercise the ministry of a teacher, with the Head Teacher and Leadership Group, and senior colleagues, giving appropriate witness to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Teachers other than Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.*

 **KEY AREA OF RESPONSIBILITY**

**THE DEVELOPMENT OF THE SCHOOL**

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Improvement Plan (SIP).

The Teacher assists the Head Teacher and Leadership Group to develop a vision and strategic view for the school in its service to the community.

**Job Purpose:**

• Be responsible for the learning and achievement of all pupils in the class/es 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

**Main Responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current

*School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher

standards as part of the appraisal process as relevant to their role in the school.

**Teaching**

• Deliver the curriculum as relevant to the age and ability group/subject/s that you teach

Deliver the Religious Education Curriculum and assessment tasks in accordance with the Diocese of Hexham and Newcastle.

• 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

• In teaching 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 assessments within the remit of the

*School Teachers’ Pay and Conditions Document*

**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 and within the remit of the current

*School Teachers’ Pay and Conditions Document*

• Be responsible for promoting and safeguarding the welfare of children and young people

within the school, raising any concerns following school protocol/procedures

**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

**Fulfil wider professional responsibilities**

• 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 wellbeing 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

**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 within the remit of

the current *School Teachers’ Pay and Conditions Document*

**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 catholic ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality

• Perform any reasonable duties as requested by the headteacher

NOTE:

Notwithstanding the details in this job description, the job holder will undertake such duties as maybe determined by the Headteacher from time to time up to or on a level consistent with the principal responsibilities of the job.

Signed to indicate agreement……………………………….. [Post-holder] Date……………………

Signed ………………………………………………………….. [Manager] Date …………………....