Job Description - Classroom Teacher

Introduction

All teachers work under the expectations and conditions outlined in the following documents:

- The individual's contract with the School Governing Body.
- All relevant legislation including:
  - *The School Teachers' Pay and Conditions Document*
  - *Professional Standards for Teachers*
  - Health and safety legislation – teachers are expected to maintain good order and discipline among the pupils and to safeguard their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- The job description and personal specification attached to the original pre-interview details (if appropriate),
- The Mission Statement which speaks of all members of staff maintaining the Catholic ethos and developing the Catholic life of the school
- The School Development Plan
- This job description
- Any annual Action Plan that lists the key impact and outcomes sought for the year.
- This job description should not be taken as a complete schedule of all the tasks you currently undertake or may be required to undertake.
- The head teacher may at any time require you to undertake other reasonable tasks.
- The requirements of particular posts or tasks may change from time to time.
- This job description may be used as part of the appraisal process, including Performance Management (PM) and Departmental Monitoring (DM).
- The list of duties described here is subject to review annually, or at other times if requested by the post holder or the head teacher.

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;
- Ensuring 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, standards of work and homework;

- 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, ICT. and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating 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 particularly the foundations for English and Mathematics;
- Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies, which involve planned adult intervention, first-hand experience and plays and talks 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.

Additional Responsibilities

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations