

# ST Wilfrid's RC PRIMARY SCHOOL



**“We love, learn, and grow with God”**

## ***Generic Job Description for a Class Teacher in a Catholic Primary School***

Job Description:

Salary M1 £22,917 – U3 38,633

Starting Date: January 1<sup>st</sup> 2019

In our school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of our pupils and acknowledges their individual worth as children of God. The class teacher works with the Headteacher, Leadership Group and other colleagues to provide effective teaching and learning for pupils. He/she will cooperate with the Headteacher, Leadership Group and senior colleagues in delivering, monitoring and evaluating and developing the quality of learning, teaching and standards of attainment, using relevant data and setting targets for improvement.

**The prime purpose of the class teacher's role** is to work with the head teacher and governing body by:

- i) Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
- ii) Ensuring that at all times the activities for which you are responsible adhere to the mission statement and aims of the school.
- iii) Helping to develop the school as an evangelising, catechetical and educational community

**The general duties and responsibilities of the role are:**

- i) To carry out the statutory tasks as laid down in the current School Teachers' Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the governing body.
- ii) To meet the teachers' standards
- iii) To contribute to the Catholic life of the school community, rooted in the Eucharistic community it serves

The teacher will exercise her ministry through the following job description of general and specific educational and managerial responsibilities under the immediate directions of the head teacher to whom she will be responsible.

This job description may be amended at any time following consultation with the head teacher, and will be reviewed annually.

## **1. Classroom Practice**

To be responsible for the day-to-day management and teaching of his/her Class

- i. Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school as laid out in the school's Mission statement and Statement of Aims.
- ii. Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.
- iii. Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
- iv. Access and record each pupil's progress systematically in line with current school procedures and use the results to inform planning
- v. Mark and monitor class work and homework, providing constructive feedback and set targets for further progress.
- vi. Periodically, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate
- vii. To be responsible for the specific areas of the school in relation to health and safety issues and report any concerns to the head teacher or deputy head teacher.

## **2. Other Professional Requirements**

- i) Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
- ii) Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
- iii) Take responsibility for your own professional development and on-going formation
- iv) Endeavor to retain a healthy balance in your professional and personal life
- v) Have a secure knowledge and understanding of the subjects taught
- vi) Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice

## **3. Specific Duties and Responsibilities (to be negotiated subject to teaching experience)**

**NOT APPLICABLE FOR NQTS**

- i. To co-ordinate and monitor the teaching and provision of a curriculum area throughout the school

- Review the school policy when appropriate but at least once a year and recommend changes at staff meetings
- Recommend to the head teacher and staff (at staff meetings) developments relating to the leader's area of responsibility, keeping abreast of national and local developments in that subject
- other members of staff as appropriate in matters relating to the leader's area of responsibility
- Monitor the planning, teaching, assessment and children's work relating to the leader's area of responsibility in every class, giving oral feedback to the teacher concerned, and providing a written report addressing whole school issues to all staff.
- Attend courses relating to the leader's area of responsibility; give feedback to all staff as required at staff meetings and generally keep abreast of the developments in that subject.
- Provide a review of current developments and forecast the development of the area of responsibility for inclusion in the School Development Plan as required.
- Monitor and maintain the efficient storage and accessibility of all shared stock, books or materials relating to the area of responsibility

#### **4. Conditions of Employment:**

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 appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

#### **5 . Review and Amendment:**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after consultation with the post holder. It will be signed if agreement is reached. If following review and amendment, agreement is not reached, the appropriate procedures should be used for the setting of any disputes.

**I accept this job description**

**Signed:**

..... Date .....

**Employee**

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Date.....**Head Teacher**

