

St Bede's Catholic Primary School

Job Description: Class teacher

Responsible to: Head Teacher or designated senior staff

PRIMARY PURPOSE OF THE JOB:

- To model the core Catholic values of the school to deliver an inclusive learning experience for all children.
- 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 (2014)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

KNOWLEDGE AND UNDERSTANDING

- Have a thorough knowledge of and keep up to date with the requirements of the Foundation Stage and Primary National Curriculum for all relevant areas of the curriculum.
- Understand the stages of child development and how pupils' learning is affected by their wider experience and life context.
- Have a thorough understanding of the core Catholic values of the school.
- Be familiar with school systems and structures including all those linked to Health and Safety and Safeguarding and take responsibility for promoting and safeguarding the welfare of children within the school in line with the expectations of all staff and volunteers at St Bede's RCVA Primary.
- Take steps to improve personal knowledge and understanding in all areas and use personal strengths to help and support others.

TEACHING, LEARNING AND CLASS MANAGEMENT

- Plan and deliver learning to the assigned class or classes in line with national requirements and school policies.
- Plan effectively in the short, medium and long term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- Use previous assessments and relevant data effectively when planning future learning.
- Evaluate own teaching reflectively, drawing on development opportunities to improve effectiveness.
- Be accountable for the attainment, progress and outcomes of pupils.
- Prepare pupils for National Curriculum Assessments.
- Plan individual learning for those children identified as having Special Needs in line with the school policy, seeking appropriate support from other professionals where required.
- Mark work and provide feedback to pupils and parents in line with the school policy.
- Take responsibility for the management of other adults in the classroom.
- Work collaboratively with school based support staff, teachers, other professionals and those from external bodies as required to enhance teaching and learning.
- Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage children to become more responsible for their own learning.
- Manage behaviour positively following agreed school systems and achieve high standards of pupil discipline.
- Create a secure and happy classroom atmosphere.
- Write high quality and informative individual annual reports to parents/carers and discuss pupils' progress and welfare at parents' evenings and other occasions, developing positive relationships.

PROFESSIONAL STANDARDS AND DEVELOPMENT

- Comply with, support and promote all school policies and procedures.
- Set a good example around the whole school in terms of behaviour, appearance, punctuality and personal conduct.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Be aware of the role of the Governing Body and support it through joint work when appropriate.
- Establish effective working relationships with other professional colleagues, not only those within school, but those from outside agencies.
- Attend staff/team meetings and participate in staff training.
- Assist in the development of the school in line with the School's Development Plan.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.

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*

OTHER PROFESSIONAL REQUIREMENTS

- In conjunction with senior managers, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Model the core Catholic values of the school, providing guidance and support in delivering our Catholic ethos for child development.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a reflective approach to evaluating and improving own practice.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Participate in appraisal review in line with school policy.
- Make a positive contribution to the wider life of the school.
- Perform any other duties that may be required to support the continued development of St Bede's RCVA Primary School.

HEALTH AND SAFETY

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedure.
- Complete required safe-guarding and healthy/safety training as required.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.