



ST BEDE'S CATHOLIC PRIMARY SCHOOL
CLASS TEACHER

JOB DESCRIPTION

Post: Class Teacher

Responsible to: Headteacher and the Governing Body

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document.

Duties:

- To support the catholic ethos, vision, values and aims of our school.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of children with special educational needs.
- To foster a learning environment and educational experience, that provides children with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- To ensure at all times a positive approach to equal opportunities, gender issues and racism and show knowledge and awareness of policies.
- To attend INSET days and teaching and learning meetings when required.
- To actively promote the policy and practice of inclusion.
- To carry out any other duties which may reasonably be required within the general level of responsibility of the post.
- Other responsibilities to be negotiated with the Head Teacher

Responsible for:

- Directing and supervising the work of Teaching Assistants.
- Co-operating and liaising with other professionals, including fellow staff, SENDco and colleagues from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).

Teaching Responsibilities:

- Develop a stimulating classroom and school environment in which a child will learn, have sense of achievement, be motivated and feel secure and valued.
- To teach children in their assigned group according to their educational needs, including the setting and marking of work carried out by the children in school and elsewhere.
- To assess, record and report attendance, progress, development and attainment of assigned children and keep such records as are required by the school's systems.
- To ensure high quality learning experiences for pupils; which meets internal and external quality standards.

- To use a variety of delivery methods, appropriate to children's learning styles and the varying demands of the curriculum.
- To provide a positive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupil's behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.

Curriculum Responsibilities:

- To contribute to the development of the curriculum, teaching methods and learning opportunities.
- Supporting colleagues and using any expertise to assess and develop the quality of learning.
- To monitor and evaluate learning within the curriculum area in line with the school's monitoring cycle. (This may include observations, work sampling, review etc).
- To collate and analyse information relating to the standards achieved.
- To advise and support staff.

Parental/Carers responsibility

- Build an effective partnership between the school and parents recognising them as the first educators of their children:

Promote understanding of the mission, aims and ethos of the school through provision of regular information to parents about:

- the progress of their children;
- the school curriculum;
- other matters relating to teaching methods and organisation;
- opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.

General Duties:

- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To contribute to the personal, social, health and citizenship of pupils according to the school's policy.
- To contribute positively to effective working relationships within the school.
- To actively engage in performance management.

To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.

- To play a full part in the life of the school community and support its ethos.
- To follow and actively promote school policies.
- To comply with health and safety policy and undertake risk assessment as appropriate.
- To actively pursue own personal and professional development.
- To undertake any additional responsibilities or duties reasonably directed by the Head teacher.

This job description will be reviewed annually, as part of the performance management process. A review may be initiated at any other time by either the post-holder or the Headteacher.