**Job Description**

Post title: Class Teacher

Grade: MPS1 – UPS3

Reports to: Headteacher

**Job Purpose**

* To teach your designated class according to their educational needs, including the setting and marking of work.

**Main Duties and Responsibilities**

* To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school’s tracking systems.
* To ensure a high-quality learning experience for pupils, which meets internal and external quality standards.
* To provide a kind, caring and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
* To set high expectations for pupils’ behaviour and maintain a good standard of discipline through well-focused teaching, fostering positive relationships and implementing the school’s behaviour policy and systems.
* To participate in playground duty, Mass and Collective Worship rotas.
* To work as a member of a designated team and contribute positively to effective working relationships within the school.
* To liaise with colleagues, parents and wider professionals to ensure the needs of the pupils are met.
* To implement support plans which meet the needs of children with SEND.
* To actively engage in performance management/appraisal cycle.
* To play a full part in the life of the school community and support extra-curricular opportunities.
* To follow and actively promote the school and Trust policies.
* To comply with the health and safety policy and undertake risk assessments for school trips and events as appropriate.

**Work with the Headteacher and Senior Leadership Team in ensuring that:**

* School policies on curriculum, assessment, recording and reporting are implemented in order to provide effective teaching and learning.
* Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary reports for other educational institutions and to aid governors in fulfilling their responsibilities for the school.
* Set challenging targets for pupil attainment leading to whole school improvement;
* Provide a curriculum for the spiritual, moral, social and cultural development of all pupils.
* Ensure appropriate pastoral care and guidance for all, in accordance with the Mission Statement;
* Promote a school ethos which extends opportunities for learning and encourages extra-curricular activities;
* Make the best possible use of the time and efforts of Classroom Assistants, Learning Support Assistants and other adults to enhance the learning of groups and individuals;
* Use resources, including time and energy, efficiently and effectively to meet the school’s aims and objectives in accordance with the school’s Mission Statement and School Development Plan;
* Provide an attractive environment, which expresses the Catholic identity of the school, stimulates learning and enhances the appearance of the school
* Include arrangement for the daily act of collective worship in accordance with the norms of Catholic worship and the wider spiritual life of the school.

**Wider Professional Effectiveness**

**Take responsibility for professional development by:**

* Taking action to keep up to date in developments in the curriculum and teaching methods;
* Making good use of the outcomes of monitoring and the school’s performance; management arrangements in order to improve the quality of their teaching;
* To attend meetings of and report to the Governing Body as required;
* Develop and maintaining positive relationships with the parish communities;
* Ensure that the school recognises and meets its responsibilities in the life of the local community;
* Develop links with local employers for the benefit of the pupils and the school;
* To recognise the authority of the Bishop in relation to the provision of education in the Diocese;
* To work where required with Diocesan Authorities. ;
* Building an effective partnership between the school and parents recognising them as the

first educators of their children;

* Promoting understanding of the mission, aims and ethos of the school and provision regular information to parents.

**School**-**Specific Responsibilities**

To take specific and direct responsibility for the following teaching commitments, curriculum areas and aspects of school life:

* Teach class (to be determined upon appointment)
* Co-ordinate curriculum area throughout the school (to be determined upon appointment)

**Additional Information**

* Engage in promoting the values of the Trust and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**April 2024**