

St Thomas More Catholic Primary School

JOB DESCRIPTION

Post Title: Class Teacher

In accordance with the school's policies and under the direction of the Headteacher:

Learning and Teaching:

To uphold the Catholic ethos of the school.

To inspire trust and confidence in pupils and colleagues.

To build team commitment with all staff working in your classroom.

To plan and prepare schemes of work and complete planning documentation.

To teach, using a variety of styles, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere.

To be on duty and available in school at least 30 minutes before school starts.

To promote the intellectual, physical, spiritual and personal development of the pupils in your class

To provide guidance and advice to pupils on educational and relevant social matters.

To be responsible for creating interactive, informative or celebratory displays in your own class and in other designated areas.

To communicate child friendly learning intentions.

To improve the quality of pupils' learning by providing a stimulating, challenging and organised learning environment, which promotes effective learning and high standards of achievement, behaviour and discipline.

To demonstrate equality of opportunity through the appropriate, consistent progress of the majority of pupils in your class.

To teach Religious Education according to the agreed Catholic syllabus.

To prepare manage and organise class worship and assemblies according to the direction of the Headteacher.

To follow all school policies and school record keeping procedures.

To participate in arrangements for assessing pupils' progress which may include preparing for Standard Assessment Tests and recording and reporting assessments; and participating in arrangements for supervision during tests.

To contribute to the day to day running and organisation of the school by participating in bus duty, home line and playground duties and any other as designated by the Headteacher.

Assessment Recording and Reporting:

To assess, record and report on the development, progress and attainment of the pupils in your class.

To use assessments to inform planning and teaching.

To communicate and consult with the parents of pupils and Phase/Curriculum Leaders/Governors on pupil progress.

To ensure that verbal and written records are passed on to the next class teacher.

To set targets and review pupil and class targets regularly e.g. Assertive Mentoring, PPMs

To prepare for and participate in Parents' Evenings, three times a year.

A community working through prayer, celebration and learning, to achieve excellence.

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Appraisal:

To participate in arrangements for Performance Management according to school policy.

Further Training and Professional Development:

To be a keen learner.

To continually review and develop your methods of teaching.

To participate in arrangements for your further training and professional development.

Curriculum Development:

To advise and co-operate with the head teacher and other teachers and teaching assistants in planning, preparation and assessment of learning.

To take responsibility for specific subject(s) area(s).

To use PPA (planning, preparation and assessment) time effectively.

Discipline, health and safety:

To maintain good order and discipline among the pupils and safeguard their health and safety in line with school policies.

Staff meetings:

To prepare for and participate in, staff meetings and INSET.

Administration:

To supervise administrative and organisational tasks related to the duties described, including registering attendance of pupils.

To manage or supervise anyone providing support in your class.

General Professional Duties

To carry out particular duties as may reasonably be assigned to you by the Head teacher.

To contribute to the overall life and work of the school.

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