



## **Job Description - Main Scale Class Teacher**

### **Duties and Responsibilities**

#### **General**

To carry out duties as detailed in the current; School Teachers' Pay and Conditions Document, Education Act, the required standards for Qualified Teacher Status, other current educational legislation and all of St. Catherine's Primary School's aims and policies.

#### **Class Teacher**

##### **1. Planning, Teaching and Class Management**

To teach classes of children throughout the school from Foundation Stage to Year 6 by planning appropriate teaching to achieve progression of learning for pupils through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline using the school discipline policy.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Managing parents and other adults in the classroom as appropriate.

##### **2. Monitoring, assessment, recording and reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupil's work and set targets for progress.
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

##### **3. Other professional requirements are to:**

- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school to include child protection policy, acceptable ICT agreement, staff code of conduct and Keeping Children Safe in Education
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and governors and actively promote their involvement in the life of the school.
- Take on any additional responsibilities that might from time to time be determined.

#### **4. Curriculum responsibility**

To be negotiated, depending on experience and expertise. This is likely to include:

- Taking responsibility for an area of the curriculum throughout the whole school, including the co-ordination, development and resourcing of that area.
- Using national, local and school management data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Producing short, medium and long term plans to develop the curriculum area.
- Informing and reporting to colleagues, governors and parents about that area of the curriculum.
- Monitoring, maintaining and developing appropriate resources within each teaching area.
- Providing appropriate documentation and support (policy, scheme of work, records, staff support etc.) for the agreed area of responsibility.
- Leading, assisting and participating in staff meetings and inset to further the development of your agreed area of responsibility.
- Promoting the development of a co-operative approach to curriculum change
- Taking an active role in the planning of school development and implementation of DfE initiatives.