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North Road  
Hertford  
SG14 2BU

**Executive Head: Mrs B O'Connor**  
**Head of School: Mr M Maloney**

E-mail: [admin@stjosephs255.herts.sch.uk](mailto:admin@stjosephs255.herts.sch.uk)

**JOB TITLE:** Class teacher  
**REPORTS TO:** KEY STAGE LEADER  
**SALARY RANGE:** TEACHER'S MAIN PAY SCALE

### Purpose of Job

To deliver high quality teaching and learning to pupils who are assigned to the post holder. Also to manage the associated pastoral and administrative duties in respect of these pupils, as well as the general responsibilities in the school as agreed with the head teacher.

### Main Duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. It is within the range of duties set out in that document so far as is relevant to the post holder's title and salary, having due regard to the requirements of the National Curriculum, the school's aims, schemes of work, and any policies of the Governing Body. The duties listed below are not, therefore, an exhaustive list of what is required.

1. To contribute to and to develop the Catholic ethos of the school
2. To be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder;
3. To operate within the agreed school Code of Conduct and policies;
4. To plan activities which take account of pupils' needs and their developing physical intellectual, emotional and social abilities, and which engage their interest;
5. To assess and record each pupil's progress systematically and use this to improve specific aspects of teaching;
6. To mark and monitor pupils' work, providing oral and written feedback and setting and reviewing targets for pupils' progress;
7. To supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post holder's pupils;
8. To report to parents, colleagues and outside agencies on the development, progress and attainment of all pupils;
9. To maintain high expectations of behaviour;
10. To promote effective working relationships between all parties within the school community.
11. To attend staff meetings, team meetings, parents' meetings and other such meetings as required;
12. To maintain the confidentiality of school records;
13. To keep up to date with current developments in primary education through in-service training courses;
14. To undertake supervisory duties to ensure the smooth running of the school;
15. To actively implement the school's commitment to the safety and welfare of children/young people.
16. To provide leadership across the school in designated subject or curriculum areas, this to include:

- Monitoring quality and standards



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- Contributing to school planning and self-evaluation
- Providing professional support to other teachers and support staff
- Advising the headteacher on appropriate resources and materials
- Leading appropriate professional development

### Relationships

The post holder is responsible to the head teacher for his/her teaching duties and responsibilities and for teaching tasks.

The post holder is to interact on a professional level with colleagues and seek to establish and maintain productive relationships. This is to promote mutual understanding of subjects in the school curriculum, with the aim of maintaining a high standard of teaching and learning in the school.

The post holder is responsible for the supervision of the work of a teaching assistant, relevant to his/her responsibilities.

From time to time and under the direction of the head teacher, the post holder may be required to supervise a student or pupil on work experience.

### Job Context

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

**St Joseph's Catholic Primary School has rigorous Safeguarding Children Procedures and is committed to the welfare of children. All staff are expected to share this commitment.**

All teachers make a valuable contribution to the school's development and therefore, to the progress of all pupils. All teachers except those who are newly qualified will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPS will:

- Provide a role model, for professional practise in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to a wider team

### Job Entitlements

Release time for Planning, Preparation and Assessment.

Access to training and staff development according to personal development needs and the needs of the school.

Annual Performance Appraisal and reviews

### Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.



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### **Grievance and Disciplinary Procedures**

Any grievance or disciplinary procedures will be dealt with under the model adopted by the Governing Body of the School.

### **Equalities**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

### **Health and safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**St Joseph's School is committed to safeguarding children and young people.**  
**All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).**



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