



# Saint Margaret Mary's Catholic Infant School

## JOB DESCRIPTION – TEACHER

**Post title:** Class Teacher  
**Responsible to:** Headteacher  
**Purpose of the job:** To carry out the duties of a schoolteacher as set out in the School Teachers' Pay and Conditions Document and Teachers' Standards.

### Overall Responsibility

- To play an active role in the progress and wellbeing of pupils, ensuring quality teaching, excellent learning outcomes and success for all pupils.
- To keep all aspects of paperwork including records and policies, up to date and actioned, as appropriate.

### Key tasks:

#### A. Strategic direction and development of the school

- Support and secure the commitment of others to the vision, ethos and policies of the school promoting high levels of achievement;
- Develop and improve standards of achievement and progress across the school;
- Regularly monitor progress against targets for all pupils, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution; provide maximum support and ensure continuity of educational provision for pupils with SEN;
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately;

#### B. Teaching and Learning

- Be responsible for the teaching of children, developing a stimulating and challenging learning environment which secures high standards of learning, achievement, behaviour and discipline;
- Disseminate examples of effective planning, teaching and learning;
- Identify and promote innovative and effective teaching strategies to meet the needs of all pupils;
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs;
- Set high expectations which inspire, motivate and challenge pupils;
- Adapt teaching to respond to the strengths and needs of pupils;
- Collate assessment information, in conjunction with relevant subject leaders and the Senior Leadership Team. Monitor and evaluate the school's performance in relation to local and national results and the school's own targets identifying trends in pupil performance and issues for development;
- Contribute to assessment information through identifying and carrying out data analysis to identify pupil's strengths and needs;
- Demonstrate good subject and curriculum knowledge;
- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress for all pupils;



## Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Work with others on curriculum and pupil development to secure co-ordinated outcomes;
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach;

### D. Transition

- Establish and maintain effective transition arrangements for pupils transferring between year groups within the school .(Nursery – R) ( R – 1 & Year 1 – 2);

### E. General

- Create and maintain positive and supportive relationships between staff, parents and governors;
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the head teacher;
- Assist with the organisation of, and participate, in extra-curricular activities;