



## ST TERESA'S CATHOLIC PRIMARY SCHOOL

*Live, Love, Learn and Grow in St Teresa's Little Way*

### JOB DESCRIPTION

#### **Class Teacher**

This Job Description should be read alongside the range of professional duties set out in the School Teachers' Pay and Conditions Document.

#### **Main duties/responsibilities**

General duties
Play an active role in the progress and wellbeing of pupils within any class or group to which they are assigned.
Implement the school's schemes of work, and comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children.
Attend staff meetings, in-service days, parents' evenings, parent consultation meetings, and any other functions or meetings required.
Assist with the organisation of, and participate in, extra-curricular activities.
Support SLT wherever possible, e.g. attendance at meetings, and in preparation and displays of work.
Take responsibility for their CPD, and keep up-to-date with developments relating to subject matter.
Establish effective working relationships with colleagues, and set a good example for pupils through a high level of professionalism.
Participate in any appraisal arrangements made by the school which relate to their performance and that of other teachers.

<b>Planning</b>
Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other subject teachers and the subject lead.
Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils.
Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught.
Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment.
Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs.
Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively.
<b>Teaching</b>
Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
Monitor and support the overall progress and development of the pupils within the class/classes in line with national curriculum requirements.
Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback.
Use assessments of pupils' progress to inform future teaching.
Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom.
Share and support the school's duty to provide and monitor opportunities for personal and academic growth.
<b>Managing pupils</b>
Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching.
Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.
Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of departmental resources.

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***This job description may be amended after consultation, to meet the needs of the school.***