

## Class Teacher Job Description

**School: Immaculate Heart of Mary Catholic Primary School**

**Post Title**  
Class Teacher

MPS

**Post(s) to which directly responsible**  
Headteacher

**Post(s) for which directly responsible**  
Class Teacher/ Curriculum responsibility depending on experience.

### **Purpose of job**

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers.

### **Responsibilities**

#### **Teaching and Managing Pupil Learning**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

#### **Planning and Setting Expectations/Pupil Achievement**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Support Plans (ISPs).

#### **Assessment and Evaluation**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

- Understand the demands expected of pupils in relation to the National Curriculum
- Relationship with Parents and the Wider community
- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.

#### **Manage Own Performance and Development**

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Implements and follows school's child protection policies and procedures.

#### **Managing and Developing Staff and Other Adults**

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

At Immaculate Heart of Mary Catholic Primary School we are committed to all aspects of safeguarding for the children in our care, we expect all our staff and volunteers to promote the wellbeing of all our children. Safeguarding is the responsibility of every adult that comes in to this school community in whatever capacity they act in.

#### **Managing Resources**

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake other duties that are commensurate with the post

#### **Relationships**

The post holder will be required to work flexibly to deliver quality first teaching to all pupils.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

**Physical Conditions**

The post is currently based at Immaculate Heart of Mary Catholic Primary School, 292 Harrogate Road, Leeds, LS17 6SX

Immaculate Heart of Mary Catholic Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

**Economic conditions**

Grade: MPS

Conditions of Service: Teachers Terms & Conditions apply

**QUALIFICATIONS**

Qualified Teacher Status – Essential  
Honours degree - Desirable

**Job Description Prepared / Reviewed by:** Angela Phillips

**Date:** Sept 2018

**Job Description Approved by:**  
Angela Phillips

**Date:** Sept 2019

