

# St. Joseph's Catholic Primary School, Thame

## Job Description

<b>POSITION</b>	CLASS TEACHER
<b>REPORTS TO</b>	Principal/Key Stage Manager
<b>LINE MANAGES</b>	Teaching Assistants
<b>GRADE</b>	Teachers Pay and Conditions

### KEY PURPOSE OF THE JOB

- To carry out the professional duties of a class teacher, having due regard to the requirements of the National Curriculum, the school's policies and the school's Catholic ethos.
- To take on responsibility for a curriculum area to be agreed (in the case of an NQT this could be shadowing a more experienced co-ordinator)
- To be part of a curriculum team working alongside colleagues to plan, resource and monitor across curriculum areas

### MAIN ACTIVITIES

- To be responsible for a class and to be an exemplar of effective Primary practice
- To ensure the implementation of the Curriculum for Religious Education following guidance from the Archdiocese of Birmingham
- To monitor and assess pupils' progress and achievement, set learning targets and keep appropriate detailed cumulative records
- To liaise and communicate regularly with the Principal, SLT and colleagues and to prepare reports for the Principal, colleagues, parents and the Academy Committee as appropriate
- To take a full and active part in the appraisal cycle
- To manage teaching assistants and other support staff as required
- To support the transition between year groups and key stages as appropriate
- To implement the school's assessment, profiling and reporting policy
- To be committed to Flexibility in working with pupils throughout the school
- To be committed to working as part of the school team
- To be committed to working within the wider community

### SUBJECT CO-ORDINATION

At St Joseph's every class teacher who has completed their NQT year is expected to take on the role of co-ordinator of a subject across the whole school. The expectations for this aspect of the role are:

- To keep abreast of current development in the subject
- To work with colleagues to review the subject policy and schemes of work used across the school
- To work with colleagues to review planning, assessment, recording and reporting of the subject
- To share professional knowledge and to advise on appropriate resources to enhance learning and teaching in the subject
- To attend training and report back to staff on training attended
- To draw up a development and improvement plan for the subject in consultation with the Principal and other colleagues
- To contribute to the School Development Plan

### **KEY SCHOOL POLICY LINKS**

The postholder will contribute to the school's policy objectives by:

- Supporting the Catholic Ethos of the School
- Complying with all Health and Safety requirements and initiatives
- Being aware of the school's Child Safeguarding policy and alert to signs that a child may be at risk
- Ensuring compliance with Data Protection legislation
- Operating at all times within the school's Equal Opportunities framework and Disability and Equality Scheme.
- At all times maintaining professional confidentiality about the children
- Contributing to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **CONDITIONS OF SERVICE**

Governed by the National Agreement Pay and Conditions, supplemented by local conditions as agreed by the Board of Directors of the Dominic Barberi Multi Academy Company.