



Twelve Apostles RCPS Leigh

Class Teacher Job Description

School: Twelve Apostles RC Primary School, Leigh

Job Title: Class Teacher

Salary: Classroom Teachers' Pay Scale

Contract: Full-Time

Reporting to: Key Stage Leader

Disclosure Level: Enhanced DBS Check

Job Purpose

Under the reasonable direction of the Headteacher, to carry out the professional duties of a teacher in accordance with the current School Teachers' Pay and Conditions Document. To deliver high-quality teaching and learning that secures strong progress and outcomes for all pupils within a nurturing, inclusive and faith-filled environment that reflects the Catholic ethos of the school.

Catholic Ethos and Mission

- Actively support and promote the Catholic ethos of the school in all aspects of school life.
- Model Gospel values and contribute to the spiritual, moral and cultural development of pupils.
- Deliver Religious Education in line with Archdiocesan guidance and school policy.
- Lead and participate in prayer and liturgy, fostering a reverent and reflective environment.
- Promote Catholic Social Teaching and encourage pupils to live out these values in their daily lives.

Safeguarding Responsibilities

- Safeguarding and promoting the welfare of children is a key responsibility of this role.
- Adhere to the school's safeguarding policies and procedures, including Keeping Children Safe in Education (KCSIE).
- Maintain up-to-date knowledge of safeguarding requirements.
- Report any concerns promptly and accurately in line with statutory guidance.
- Contribute to a culture of vigilance where pupils feel safe, valued and listened to.

Teaching and Learning

- Plan and deliver high-quality, engaging lessons that meet the needs of all learners.
- Use adaptive teaching strategies to support pupils of all abilities, including those with SEND, EAL and high prior attainers.
- Set high expectations for all pupils and promote excellent standards of learning and presentation.
- Use assessment effectively to identify gaps in learning and ensure strong progress for all pupils, particularly disadvantaged pupils.
- Create a stimulating and well-structured classroom environment that promotes independence and a love of learning.
- Deploy teaching assistants effectively to maximise pupil outcomes.
- Provide timely and constructive feedback to pupils in line with school policy.

Curriculum Planning and Development

- Contribute to the development and implementation of a broad, balanced and ambitious curriculum.
- Plan sequences of learning that ensure progression and continuity.
- Adapt planning to meet the needs of all pupils.
- Monitor and evaluate the impact of teaching on pupil outcomes.
- Contribute to whole-school curriculum development and subject leadership where required.
- Manage and deploy resources effectively to support high-quality teaching.

Behaviour and Pastoral Care

- Establish and maintain high expectations for behaviour, promoting a culture of respect and consistency.
- Build positive, professional relationships with pupils.
- Support pupils' personal development, wellbeing and participation in all areas of school life.
- Implement the school's behaviour policy consistently, including the 'Ready, Respectful, Safe' expectations.
- Maintain clear systems of rewards and sanctions that are understood by pupils and parents.
- Identify and respond appropriately to individual pupil needs, referring concerns when necessary.

Inclusion

- Deliver inclusive practice that ensures equality of opportunity for all pupils.
- Plan and adapt teaching to meet the needs of pupils with SEND, EAL and those who are disadvantaged.
- Work collaboratively with the SENDCo and other professionals to support pupil progress.
- Promote diversity, equality and inclusion in all aspects of school life.

Assessment, Recording and Reporting

- Assess, record and track pupil progress in line with school policy.
- Use assessment information to inform planning and intervention.
- Set appropriate pupil targets and review progress regularly.
- Provide clear and professional reports to parents.

Parental Engagement and Partnerships

- Develop positive and professional relationships with parents and carers.
- Communicate effectively regarding pupil progress and wellbeing.
- Respond promptly and sensitively to parental concerns.
- Support community links, including parish and wider partnerships.

- Contribute to school events and the work of the Friends of Twelve Apostles.

Professional Responsibilities

- Engage fully in the school's appraisal process.
- Take responsibility for ongoing professional development.
- Work collaboratively with colleagues, sharing best practice.
- Uphold the highest standards of professional conduct and confidentiality.
- Contribute positively to staff meetings, training and wider school initiatives.

Health, Safety and Wellbeing

- Promote and comply with the school's health and safety policies.
- Ensure a safe, secure and well-organised classroom environment.
- Support the wellbeing of pupils and colleagues.

General Responsibilities

- Carry out any other reasonable duties as directed by the Headteacher.
- Uphold all school policies and procedures.
- Promote equality, diversity and inclusion at all times.

This job description may be reviewed and amended in consultation with the postholder to reflect the changing needs of the school.