

# St. William's Catholic Primary School

## Job Description



**Post Title:** Class Teacher

**Responsible to:** Key Stage Leader / Deputy Headteacher / Headteacher

### School Ethos and Mission Statement

The school's Mission Statement is *"By following Jesus' example, standing side by side, we will nurture each other, to fulfil our hopes and dreams"*

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines. In addition to this, teachers undertake to develop the children in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the school should remain central.

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

### Main Purpose

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

## KEY ACCOUNTABILITIES/TASKS

### KNOWLEDGE AND UNDERSTANDING

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

### PLANNING, TEACHING AND CLASS MANAGEMENT

- Promote and support the Catholic ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year;

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- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement, the Governors' Curriculum Statement and the School Improvement Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are under achieving, very able, or not yet fluent in English.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans.
- To assess, record and monitor each pupil's progress in line with the National Framework profile and to report to parents.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

#### **WIDER PROFESSIONAL EFFECTIVENESS**

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Leadership Team.

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- To manage the co-ordination of a curriculum area or non-curriculum area.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

**Accountable for:**

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

**Authority to:**

- Implement rewards and sanctions within the school policies and procedures.
- Liase with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

**Child Protection:**

- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection Procedures.

**Entitlements:**

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually)
- Annual Review of Job Description in consultation with teacher

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