



MAIN SCALE AND UPS CLASS TEACHER - JOB DESCRIPTION

1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER:** _____
- 1.2 JOB TITLE:** Class Teacher
- 1.3 JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.
- 1.4 Line Management:** Reporting to - Key Stage Leader / Assistant Head
Responsible for - no line manager responsibility
- 1.5 Liaising With:** Headteacher, senior leadership team, teachers, support staff, parents, LEA representatives, external agencies.
- 1.6 Salary Scale:** MPS / UPS
- 1.7 Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document
- 1.8 DBS Disclosure Level:** Enhanced

2. SCHOOL ETHOS

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of this school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Attend, take part in and lead acts of collective worship in accordance with school policy.
- 2.3 Provide Religious Education in accordance with the agreed syllabus.
- 2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety, safeguarding and well-being.
- 2.5 Promote the school and celebrate its success at every opportunity.

- 2.6 Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
- 3.2 Participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.
- 3.3 Work with other members of staff, plus outside agencies when relevant, to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.4 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.5 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s) and/or area(s) of pupil and/or staff development.
- 3.6 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

4. TEACHING AND LEARNING

- 4.1 Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 4.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of teaching assistant support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy.

5. PASTORAL CARE

- 5.1 Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.

- 5.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- 5.3 Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4 Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 5.5 Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents in line with the school's behaviour policy.
- 5.6 Supervise pupils outside the classroom as required by the Head Teacher and within the Conditions of Employment

6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING

- 6.1 Report appropriately to parents on the needs and progress of their children.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- 6.3 Support the work of the 'Friends of St Joseph's' and the parish.
- 6.4 Uphold the school's well-established links with the local community and cluster of schools, the LEA, Diocese and other external agencies.

7. SPECIFIC DUTIES

Main scale Teacher:

- 7.1 To co-ordinate an area of the curriculum as required. (Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.)

Post Threshold Teacher

As a post threshold teacher you will be expected to continue to meet the core standards and develop within the post threshold standards as well which:

- (i) require the exercise of a teacher's professional skills and judgement at an advanced level;
- (ii) require the teacher to lead, manage and develop a subject area; or to lead and manage pupil development across the curriculum
- (iii) involve UPS teachers in leading, developing and enhancing the teaching practice of other staff; and have the ability to seek out and incorporate innovative and creative best practice to improve teaching and learning

- 7.2 Leading, developing and enhancing the teaching practice of others includes working with teachers across all age phases to:
 - Act as an effective role model for other teachers, modelling good practice and behaviours - inspire ambition and confidence in others to meet goals
 - Provide good support and sound advice to others

- Provide examples, coaching and training to help others become more effective in their teaching
- Help others to evaluate the impact of their teaching on raising pupils' achievement
- Work proactively to ensure continued professional development and growth and share this with other teachers

7.3 Maintenance of Professional Standards:

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the Team for which you are responsible
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the school
- Ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders
- Undertake any professional task as directed by the Headteacher

8. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- 8.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 8.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 8.3 Ensure colleagues receive information and feedback on professional development activities undertaken.

9. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)