



## Sacred Heart R C Primary School

### CLASS TEACHER JOB DESCRIPTION

#### 1. POST TITLE: CLASSROOM TEACHER

#### 1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Class Teacher

1.3 SALARY SCALE MPS – UPS 3

#### 2. JOB PURPOSE

- 2.1 To Promote and uphold the faith foundation of Sacred Heart RC Primary School and to live and work within the school with respect for and reference to the teachings of the Catholic Church.
- 2.2 To endeavour to maintain and develop the Catholic character of the school.
- 2.3 To plan, implement and deliver an appropriate and differentiated curriculum for all students and to support a designated curriculum area as appropriate.
- 2.4 To contribute to raising standards of student attainment.
- 2.5 To monitor and assess student progress to improve their quality of learning and personal growth.
- 2.6 To undertake the professional duties and responsibilities of a Teacher, as set out in the current School Teachers' Pay and Conditions document. To uphold the professional code of the General Teaching Council for England.

#### 3. CURRICULUM PLANNING AND PROVISION

- 3.1 Help develop and maintain a curriculum in line with the Early Years /National Curriculum Guidance and school policy to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 Support the Headteacher and Deputy Headteacher by actively contributing to the provision / supervision of a before or after school activity as agreed.
- 3.5 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. Work as a team member with colleagues to secure successful outcomes for pupils.
- 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 and any voluntary parental 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 and promote their general progress and well-being.
- 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. Know the designated teacher for Child Protection and follow the agreed procedures for Safeguarding.
- 5.4 Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents. Work closely with the school policy for behaviour to maintain a consistent approach across the school.

#### **6. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**

- 6.1 Report appropriately to parents on the needs and progress of their children as required.
- 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 the Sacred Heart R C School.
- 6.4 Uphold the school's well-established links with the local community and cluster of schools, the LEA, Colleges and other external agencies.
- 6.5 The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

## **7. PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

- 7.1 Engage actively with the annual performance management review process, in accordance with the school's policy.
- 7.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 7.3 Ensure colleagues receive information and feedback on professional development activities undertaken.
- 7.4 Attend and contribute to meetings and training and development as directed by the Headteacher and in accordance with the School Teachers' Pay and Conditions document.

## **8. SPECIFIC DUTIES AND RESPONSIBILITIES**

- 8.1 To be responsible for the Leadership and development of an area of the school under the direction of the Headteacher

## **9. AGREEMENT AND SIGNING**

This Job Description was discussed and agreed on \_\_\_\_\_

Signed:

Date: