**St. Herbert’s R C Primary School**

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**JOB DESCRIPTION**

**This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**JOB TITLE:** Class Teacher

**GRADE:** Main Teachers Pay Scale

**ACCOUNTABLE TO:** Headteacher

This appointment is with the Governing Body of the school as employer under the terms of the Catholic Education Service contract. It is also subject to the current conditions of employment of school teachers, contained in the School Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

**Mission Statement**

**Strong in Faith, Hope and Love For The Common Good**

1. **Catholic Ethos**

***To work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of St. Herbert’s 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 pupils to achieve their highest potential.***

1.1 To attend, take part in and lead acts of collective worship in accordance with the Governing Body’s policy.

1.2 To implement the policy of the Governing Body on Religious Education.

1.3 To ensure that the pupils have a safe and caring environment both in school and on out of school activities.

1.4 To foster good relations with all members of the school and local community including parents.

1.5 To celebrate the successes of the school at every opportunity.

1.6 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

1.7 To perform, in accordance with any directions which may be reasonably be given by the Headteacher, such particular duties as may be assigned.

1.8 To fully support the life and work of the school and support links with the parish.

1. **Teaching and Learning**

2.1 To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching and evaluation, as required by the school’s policies.

2.2 To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.

2.3 To manage the classroom effectively to develop a purposeful and stimulating learning environment.

2.4 To manage pupil behaviour in a positive and effective manner.

2.5 To review programmes of work, teaching materials and methods in liaison with Subject Leaders and other colleagues.

2.6 To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.

2.7 To set targets for individual pupils as required.

2.8 To make records and reports on the personal and social needs of the pupil, communicate and consult with parents, cooperate with persons or bodies outside the school and participate in meetings as necessary.

2.9 To encourage children to take responsibility for their own learning.

2.10 To complete risk assessments as and when required.

1. **Professional Development**

3.1 To ensure own continuing professional development by keeping up to date with current thinking and developments in the National Curriculum through training and development opportunities and professional reading.

3.2 To attend staff meetings and INSET days.

3.3 To participate in Performance Management cycles.

3.4 To participate in pupil progress meetings

3.5 To act as a role model and mentor for students on placement.

1. **Resource Management**

4.1 To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

4.2 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, to undertake work of a similar level that is not specified in the job description.