



# Job description for Class Teacher (Maternity Cover)

**Grade:** Main pay scale

**Responsible to:** The Head Teacher

## **Duties of the role:**

- The teacher is required to carry out the duties of a School Teacher as outlined in the Conditions of Employment other than Head Teachers in the School Teachers' Pay and Conditions Document 2016.
- To continue to meet the required standards for QTS and Teachers.
- In addition to what is set out in the current School Teachers' Pay and Conditions document the Governors would like to emphasise that as a member of St Gabriel's RC Primary Catholic School you would be expected to uphold, support and promote the Catholic faith, ethos and aims of the school.

## **Job Purpose:**

- To provide a high quality, joyful Catholic educational experience for all children.
- To promote the general progress and well-being of the children in your care.
- To teach primary age pupils as a class teacher, in accordance with the aims and policies of the school.
- To make the Catholic education of your pupils your first concern, and to be accountable for achieving the highest possible standards in work and conduct.

## **Specific Duties and responsibilities**

### **Teaching, Learning and Assessment**

- Deliver the curriculum as relevant to the age and ability group/ that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Prepare assemblies/collective acts of worship, and prepare
- Masses as required and to promote the values and aspirations of the 5Ws.
- Be accountable for the attainment, progress and outcomes of all the children you teach.
- Be aware of pupils' capabilities, their prior knowledge and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Demonstrate secure subject knowledge in all areas of the Primary Curriculum.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards across the curriculum and to make learning fun.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.



- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set and monitor appropriate homework in line with school policy.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.
- Organise the classroom and learning resources and create displays to encourage a positive learning environment.
- Communicate and consult in accordance with school policy with the parents of pupils you are assigned to teach.
- Participate in meetings at the school which relate to the curriculum, administration or organisation of the school.
- Meet with other professionals (such as the Learning Support Service, Educational Psychology Service etc) to ensure the needs of your children are met.

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that the school prides itself on.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures. This includes taking responsibility for your own welfare, safety and training by following school protocols and procedures.

### **Professional Development**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.



- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate performance management.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.

Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

#### **Wider Professional Responsibilities**

- Demonstrate consistently high standards of personal and professional conduct.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Always act within the statutory frameworks which set out professional duties and responsibilities.
- Treat pupils with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position.

#### **Other**

- To work collaboratively with others to develop effective professional relationships and to support school development.
- To deal with requests for information about children as required.
- To contribute and assist to keep up to date the pupil records for each child in your class.
- To implement the school policies on Health and Safety and make a positive impact on the awareness of how to stay safe.
- To ensure within agreed budgets appropriate resources for this.
- To disseminate relevant information and legislation to colleagues.
- To make a positive contribution to the wider life and ethos of the school.