**St. Michael’s RC Primary School**

Ribble Drive, Whitefield, M45 8NJ

Telephone: 0161 766 6628 Web: www.st-michaels.bury.sch.uk

Headteacher: Mrs S. Bowes

Job Description – Class teacher

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of **the Diocese of Salford.** At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for Class teachers contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher, must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.**

**JOB TITLE: CLASS TEACHER**

**ACCOUNTABLE TO**: **THE HEADTEACHER**

**MAIN PURPOSE: to teach and provide learning opportunities that will enable every child to be supported and challenged to reach their potential.**

**The Class teacher will:**

 Be an exemplary teacher and role model to all staff.

 Be an enthusiastic and inspiring member of the Teaching Team.

 Lead and manage a team of support staff within the Teaching Team.

 Lead and promote a curriculum subject across the school.

 Create a happy, challenging and effective learning environment that is inclusive and engaging in which children can be inspired to achieve their best work and socialise productively, effectively and safely.

 Ensure pupils are provided with interesting learning opportunities that stimulate and inspire them to achieve or exceed their age related national expectations.

 Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.

 Maintain the positive Catholic ethos and core values of the school, both inside and outside the classroom.

 Promote the school’s Mission Statement,

‘Grow closer to Jesus by loving, valuing and respecting each other.

Celebrate and develop our God given talents.

Welcome support from friends in our wider community and reach out to those we can help.

Be a happy school, creating friendships and wonderful memories’

 Contribute to constructive team-building amongst teaching and non-teaching staff, parents/carers and governors.

**MAIN TASKS:**

**Class teacher responsibilities:**

The Class Teacher will:

 Implement and adhere to agreed school policies and guidelines.

 Support initiatives decided by the Headteacher and staff.

 Plan appropriately to meet the needs of all pupils, through differentiation of tasks.

 Be able to set clear targets, based on prior attainment, for pupils’ learning.

 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.

 Keep appropriate and efficient records, integrating formative and summative assessment into planning.

 Work with school leaders to track the progress of individual children and intervene where pupils are not making progress.

 Report to parents/carers on the development, progress and attainment of pupils.

 Promote the school’s code of conduct amongst pupils, in accordance with the school's Behaviour Policy.

 Participate in meetings which relate to the school's management, curriculum, administration or organisation.

 Communicate and co-operate with specialists from outside agencies.

 Make effective use of ICT to enhance learning and teaching.

 Lead, organise and direct support staff within the classroom.

 Participate in the performance management system for the appraisal of their own performance, or that of other teachers and support staff.

 Ensure core safety for children, self and all others in the school community.

 Undertake CPD accordingly to ensure current knowledge and best practice.

**The applicant will be required to safeguard and promote the welfare of children and young people.**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to class teachers.