St Paul’s CE Primary School

JOB DESCRIPTION

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| Title of Post | Class Teacher & PPA Teacher Main Pay scale | | |
| Name of  Post Holder |  | | |
| Purpose of the Post | * To carry out professional duties and to have responsibility for an assigned class. * To exhibit high professional standards at all times, in regards to dress and conduct. * To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. * To ensure high standard of provision for pupils. * To have a positive impact on educational progress of the children within your class * To be responsible for the pastoral care of pupils in your class, dealing with incidents of behaviour and the well-being of pupils. * To promote the aims and objectives of the school and maintain its philosophy of education. * To promote and support the Christian Values and Characteristics of the school. | | |
| To who, the postholder reports | The Head Teacher, Deputy Head Teacher and Assistant Head Teacher | | |
| Persons line managed by this postholder | * Teaching Assistants working within the class. | | |
| Main Responsibilities | * To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning. * To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects. * To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations. * To maintain good order and discipline among the pupils, safeguarding their health and safety. * To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities. * To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning. * To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress. * To prepare appropriate records for the transfer of pupils. * To ensure effective use of support staff within the classroom, including parent helpers. * To participate in staff meetings as required. * Contribute to the development and co-ordination of a particular area of the curriculum. * To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements. * To ensure that school policies are reflected in daily practice. * To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional. * To liaise with outside agencies when appropriate eg. Educational Psychologist. * To continue professional development, maintaining a portfolio of training undertaken. * To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned. * To support the Head Teacher in promoting the ethos of the school. * To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures. * To promote equality as an integral part of the role and to treat everyone with fairness and dignity. | | |
| Pastoral Care | * Ensure high standards of physical and emotional care are maintained for all children. * Promote a close partnership between home and school. | | |
| Support for the School | * Be aware of and comply with all policies and procedures relating to child protection, health & safety, confidentiality and data protection. * Along with other members of staff, take responsibility for promoting and safeguarding the welfare of the children and young persons he/she comes into contact with. * Work within and be supportive of the Christian Values of the school | | |
| Curriculum Responsibilities | * TBC depending on career stage of successful applicant | | |
| Other Duties | * All other duties reasonably asked for by the Head Teacher. | | |
| Signed by Postholder |  | Date |  |
| Signed by  Head Teacher |  | Date |  |