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.
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| 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.
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| 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.
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| Pastoral Care | * Ensure high standards of physical and emotional care are maintained for all children.
* Promote a close partnership between home and school.
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| 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
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| Curriculum Responsibilities | * TBC depending on career stage of successful applicant
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| Other Duties | * All other duties reasonably asked for by the Head Teacher.
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| Signed by Postholder |  | Date |  |
| Signed by Head Teacher |  | Date |  |