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| **JOB DESCRIPTION** | **stteresa_logo** |

**School: St Teresa’s R.C. Primary**

**Job Title: Class Teacher**

**Responsible to: The Governing Body and Head Teacher**

**Principal Responsibilities:**

To undertake the principal responsibilities set out in the Teachers’ Pay and Conditions document, together with the additional duties set out below:

* To teach a class or group as directed by the head Teacher and Governors, according to the needs of the children.
* To work and prepare courses and lessons and to set and mark work carried out by the pupil.
* To organise the classroom, maintain appropriate classroom discipline in an atmosphere which will facilitate and promote children’s learning, with due regard to health and safety.
* To prepare and manage appropriate resources to promote children’s learning.
* To assess, record and report on the development progress and attainment of pupils.
* To undertake a pastoral responsibility for pupils in providing guidance for pupils educational and social matters.
* To make records and reports on the person and social needs of pupils.
* Communicating and consulting with parents of pupils. Communicating and consulting with other agencies outside school.
* To work co-operatively and effectively with the head and others members of staff.
* To adhere to agreed school policies and procedures.
* To act as curriculum co-ordinator for one area of the curriculum
* To review from time to time his/her teaching methods and programmes of work.
* To participate in arrangements for further learning and professional development.
* To advise and co-operate with the Head and other teachers on the preparation of, and development of, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
* Participation in staff meetings which relate to the curriculum, administration or organisation of the school including pastoral arrangements.

**Customer Care**

To provide quality services that are what our customers want and need.

To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs.

To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others**

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.

**Valuing Diversity**

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Date Job Description prepared/updated: 15th May 2017**

**Job Description prepared by: Mrs D.C. Bohan, Head Teacher**