



Head Teacher: Mrs Griffiths

MAIN SCALE CLASS TEACHER JOB DESCRIPTION

“Holy Family Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment”.

This post is subject to the current **School Teachers’ Pay and Conditions Document (STPCD)** and the **National Teachers’ Standards (DfE)**.

This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

The appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers.

Job Purpose

- As a teacher in Holy Family Catholic Primary School, you will be expected to serve under the direction of the Governors and under the immediate direction of the Head Teacher. You will, by personal example and professional leadership, ensure that the Catholic ethos and Mission of the school permeate all aspects of the life of the school.
- To carry out the professional duties of a teacher in accordance with the Teachers’ Standards and school policies.
- To provide high-quality teaching and learning that enables all pupils to achieve their best within a caring, inclusive Catholic environment.
- To give Religious instruction, and to help children to grow in Faith.
- To recognise the unique qualities of each individual child.
- To be committed to fostering the message of the Gospel.
- To prepare pupils for life in modern British society by fostering respect and understanding of cultural diversity.

Key Responsibilities

1. Teaching and Learning

- Plan and deliver high-quality lessons that engage, challenge and support all learners
- Set high expectations for pupils’ learning, behaviour and presentation
- Ensure lessons are well-structured and maximise learning time
- Adapt teaching to meet the needs of all pupils.
- Plan effectively to meet the needs of pupils with Special Educational Needs and/or Disabilities. Take overall responsibility for the progress of these children, the preparation of SEND plans, support pupils in achieving targets, monitor, review plans and discuss these with parents.
- Promote independence, resilience and positive attitudes to learning
- Make effective use of support staff and other adults
- Use educational technology purposefully to enhance learning
- Create a safe, positive and stimulating classroom environment where children feel secure and are encouraged to talk and are listened to
- Model excellent classroom practice for colleagues

2. Assessment, Recording and Reporting

- Use assessment effectively to inform planning and teaching
- Monitor pupil progress and attainment in English and across the curriculum
- Analyse assessment information to support improvement in outcomes
- Maintain accurate records of attainment and progress in a timely manner as requested by the Headteacher
- Provide constructive feedback that supports pupil improvement
- Contribute to statutory assessment arrangements
- Report on pupil progress to parents and carers in line with school policy

3. Curriculum and Professional Practice

- Deliver the National Curriculum and Religious Education curriculum effectively
- Contribute to whole-school curriculum development
- Maintain secure and up-to-date subject and pedagogical knowledge
- Engage positively with professional development opportunities
- Support whole-school priorities and improvement initiatives

4. Catholic Ethos

- Support and promote the Catholic ethos of the school
- Contribute to the prayer life, liturgy and values-based education of the school
- Model the school's values through professional conduct and relationships

5. Behaviour and Relationships

- Establish clear expectations for behaviour in line with school policy
- Build positive and respectful relationships with pupils
- Promote inclusion, respect and equality
- Foster a classroom culture where all pupils feel valued and safe
- Be a positive role model for pupils, staff and parents/carers
- Encourage active participation of parents in the life of the school

6. Safeguarding and Wellbeing

- Safeguard and promote the welfare of all pupils
- Follow school safeguarding policies and procedures at all times
- Report concerns promptly in line with statutory guidance
- Contribute to a culture that prioritises pupil and staff wellbeing

7. Professional Responsibilities

- Work collaboratively with colleagues, parents and governors
- Communicate effectively with families about learning and wellbeing
- Participate in meetings, training and school events
- Contribute to the wider life of the school community
- Manage workload effectively and support a positive staff culture
- Maintain high standards of professional conduct at all times

General

- Undertake any reasonable duties requested by the Headteacher appropriate to the role
- Comply with all school policies and procedures
- Support the school's commitment to equality, diversity and inclusion