



## **JOB DESCRIPTION – CLASS TEACHER**

### **Introduction**

*This appointment is with the governors of St Anne's Catholic Primary School under the terms of the Catholic Education Service contract signed with the Governors as employers. The post-holder will, by personal example and professional leadership, ensure that the Catholic ethos permeates all aspects of the life of the school.*

### **Core Purpose**

*The core purpose of the class teacher is to support the SLT in ensuring that the school provides high quality teaching and learning to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviours and personal development. The post-holder will ensure that all statutory requirements are met and contribute towards self-evaluation.*

### **Key Areas of responsibility**

- Ensure quality provision for pupils' spiritual, academic, moral, social and cultural education in line with the distinctive nature, purposes and aims of the school to enable all pupils to reach their full potential.*
- To foster the welfare of all assigned pupils in the class, liaising, if in the best interests of the child, or in the meeting of statutory obligations, with senior leaders, other educational professionals in other schools or establishments, medical, social and other support services.*
- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development and further the distinctive Catholic nature, purposes and aims of the school.*

### **Teaching and Learning**

- Use of ICT in learning activities and develop pupils' competence and independence in its use.*

- *To plan effectively within school frameworks and work closely as a member of the team.*
- *To support delivery, recording and analysis of assessment, including SATs (optional and statutory), termly assessments, tracking of pupils and contribute towards whole school evaluation as a member of the key stage.*
- *To be accountable for leading, managing and developing a designate curriculum area, subject or pupil development across the curriculum, providing leadership and support for teachers to promote improvement and effectively monitoring the evaluation of provision and outcomes, to ensure good pupil progress.*

### ***Pastoral Care***

- *Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together.*
- *Promote pupil independence in learning, social and mobility skills, reinforcing the pupils' self-esteem through praise and encouragement, setting challenging and demanding expectation and promote self-esteem and independence.*
- *Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*
- *Attend and participate in relevant meetings as directed e.g. Phase meetings, planning meetings, staff meetings.*
- *Promote personal development and further the distinctive Catholic nature, purposes and aims of the school.*

*Any other duties and responsibilities within the range of the salary upgrade.*

*All employees*

*The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-*

- *To take reasonable care of their own health and safety at work and of those who may be affected by their own actions or by their omissions.*
- *To cooperate with their line manager and senior management, to work safely, to comply with health and safety instruction and information and undertake appropriate health and safety training as required.*
- *Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.*
- *To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.*

*The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-*

- *To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.*
- *To respect their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coventry City Council's Equal Opportunities Policy.*

*Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.*

*Responsible for: Class of children Responsible to: SLT, and Head Teacher*

*Date Reviewed: November 2023*