



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 Phase leader in ensuring that the school provides high quality teaching and learning leading 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. Where necessary, liaise with senior leaders, other educational professionals and professionals from non-educational establishments to contribute to the educational development or in terms of safeguarding of the child.
- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development and

further develop the distinctive Catholic nature, purposes and aims of the school.

Teaching and Learning

- To teach well structured, engaging lessons that cater for the different needs within the class.
- To plan effectively within school frameworks and work closely as a member of the team.
- To liaise with the Senior leadership Team to ensure smooth transition and progression between phases in the school.
- To support delivery, recording and analysis of assessment, including SATs (optional and statutory), termly assessments, tracking of pupils and to use this information to contribute towards whole school evaluation as a member of the key stage.
- To be accountable for leading, managing and developing a designated curriculum area, subject or pupil development across the school. (except in the case of an NQT)

Pastoral Care

- Promote personal development and further the distinctive Catholic nature, purposes and aims of the school.
- 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 and social and mobility skills. To reinforce the pupils' self-esteem through praise and encouragement, setting challenging and demanding expectation.

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, 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, Professional development meetings, any meetings that link to the School Improvement priorities or suggested by the Senior Leadership Team.

Any other duties and responsibilities within the range of the salary grade.

All employees

The post holder must comply with the school'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 co-operate with their line manager and senior management to work safely and to comply with health and safety instruction and information, undertaking 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 line 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 is being abused or neglected.
- To report to their line manager, or other appropriate member of staff, any concerns they may have that suggest that a child may be being abused or neglected immediately.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school'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
Head Teacher

Date Reviewed: January 2019

Responsible to: Phase Leader and

