



Class Teacher Responsibility

The appointment is with the Governors of the 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 and Mission of the school permeate all aspects of the life of the school.

This position is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the requirement standards for Qualified Teacher Status and Subject Leadership and the school's articles of government.

The job description may be amended at any time following discussion between the headteacher and member of staff and will be reviewed annually.

TEACHING AND LEARNING

- To plan and assess pupils' learning using knowledge of school policies, schemes of work, National Curriculum/Foundation Stage requirements and current legislation
- Set clear challenging targets for improvement of pupils' achievement and monitor pupils' progress towards those targets, informing senior leadership if there is a cause for concern
- Recognise the level a pupil is achieving and make accurate teacher assessments based on appropriate evidence measured against Early Learning Goals and/or National Curriculum attainment descriptors
- Use appropriate teaching and learning strategies to communicate clear learning objectives, success criteria and expectations
- Plan effectively and creatively to ensure pupils have the opportunity to meet their potential, taking account of the specific needs of pupils who are underachieving, very able, not yet fluent in English, making use of relevant information and specialist help where available
- 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.
- Support the recording and analysis of assessments, including tracking of pupils and contribute to whole school evaluation.
- Organise and maintain a stimulating, rich, learning environment which promotes high standards, independent learning and pupil responsibility for belongings, resources, classroom areas and the school as a whole (appropriate to age)
- Lead and co-ordinate an area or areas of the school curriculum as appropriate to the position of the school's career stage expectations.

PROFESSIONAL RELATIONSHIPS

- Support children on their faith journey, promoting spiritual development within the classroom and ensuring daily opportunities for quality reflection and prayer
- Have regard and responsibility for safeguarding and promoting children's health, safety and welfare at all times. Be aware and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection; reporting all concerns to a member of the Senior Leadership Team.
- Ensure and secure a high standard of pupil behaviour, establishing appropriate boundaries, high expectations of mutual respect between adults and pupils, pupils and pupils and ensure adults act as good role models for children
- Support and promote pupil independence in learning and social skills, reinforcing pupils' self-esteem through praise and encouragement, setting challenging but appropriate expectations
- Listen to pupils, be aware, value and consider their feelings, ideas, opinions and points of view addressing any issues/concerns in a sensitive way
- Where applicable, manage and deploy other adults effectively in the classroom to support children's learning
- Work as a member of a team, planning co-operatively, sharing information, ideas and expertise. Form good professional relationships with members of the team based on mutual respect
- Attend and participate in relevant meetings as directed e.g. staff meetings, planning meetings, reviews, parent consultations etc.
- Liaise effectively with pupils' parents/carers focusing on their progress, achievements and welfare, discussing appropriate targets and helping/encouraging them to support their child's learning, progress and behaviour
- Attend INSET as directed, take responsibility for own professional development, take action to keep up to date with research and developments in pedagogy and in subjects taught

OTHER PROFESSIONAL DUTIES

- Contribute to the life of the school, through effective participation in Liturgical events i.e. family Masses, Sacramental meetings, extra-curricular activities, PTA meetings/activities
- Liaise effectively with Governors, reporting developments, attainment, achievements when required
- Take on any additional responsibilities which might from time to time be negotiated

Also to carry out such other related duties and responsibilities as may be reasonably allocated, as the need arises, by the Headteacher in consultation with the teacher

Agreed by:

Signed:(Teacher)

Signed:.....(Headteacher)

Date:

Date: