



St Elizabeth's Catholic Primary School

Job Description for Class Teacher

Job Purpose

- To carry out professional duties and to have responsibility for the education and welfare for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education

Main Duties and Responsibilities

• Teaching:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the national curriculum ensuring breadth and balance in all subjects.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- To prepare appropriate records for the transfer of pupils.
- Adapt teaching to respond to the strengths and needs of pupils
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- To ensure that school policies are reflected in daily practice.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities



Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- To ensure effective use of support staff within the classroom.

Communication

- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.

Whole-school organisation, strategy and development

- To support the Headteacher in promoting the ethos of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- To participate in staff meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in further training and development in order to improve own teaching



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