

**St Paul's Catholic Primary School**  
**Classroom Teacher – Job Description**

The Teacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the school's Trust Deed and the Articles of Government of the school.

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status and other current educational legislation.

The contract of employment between the Governing Body and the Teacher will be the current contract of Employment with a Teacher of a Catholic School issued by the Catholic Education Service.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

### **ETHOS**

- To work with the Headteacher and school team in making explicit to all in and associated with the school community the Mission Statement of the school.
- To help establish a school ethos in which the needs and value of all pupils and adults are recognised and which contributes to their spiritual, educational, social, moral, emotional and cultural development.
- With the Headteacher and school team, to ensure that the spiritual development of individuals is given clear focus and assistance through the prayer life, Religious Education programme and liturgy of the school.
- To recognise and promote the partnership between home, school and parish.
- To establish and maintain good relationships with all members of the school community.

### **MAIN PURPOSE OF THE JOB**

- Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;
- Ensure effective delivery of a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic nature of the school.
- Be responsible for the learning and achievement of all pupils in class ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## **DUTIES AND RESPONSIBILITIES**

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### Teaching and Learning

- Deliver the curriculum as relevant to the age and ability groups that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach. Ensure setting of realistic and challenging expectations for pupils in their class;
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with the school behaviour policy.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

### **ADMINISTRATION**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

### **PROFESSIONAL DEVELOPMENT**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

### **OTHER**

- To have professional regard for the Catholic ethos, policies and practices of the St Paul's and maintain high standards in your own attendance and punctuality.
- Assist the Headteacher and Deputy Headteacher in the development and implementation of whole school policies and schemes of work which promote the aims of the school and underpin its Catholic ethos.
- Perform any reasonable duties as requested by the Headteacher.

### **SCHOOL SPECIFIC RESPONSIBILITIES AND TASKS:**

- To be determined.

**Note**

This job description is not your contract of employment or any part of it. 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.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with your qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Head teacher or their delegated authority.

Signed .....

**Teacher**

Signed .....

**Head teacher**

**Date**