

SS Mary and John's Catholic Primary Academy
JOB DESCRIPTION

NAME:

POST TITLE: Class Teacher

SCALE: MPS

Responsible to: Principal

Responsible for: The planning, teaching and assessment requirements of a specific pupil class.

The purpose of this post is to effectively deliver the curriculum to the primary class of pupils, ensuring that pupils make at least expected progress in relation to national expectations. This is alongside meeting their Spiritual, Moral, Social and Cultural needs as well as their pastoral and welfare needs.

Responsibilities are divided into the following areas:

Leading and Managing:-

- A Policy
- B Learning
- C People
- D Resources
- E Pupil Wellbeing

General Duties

The Postholder is required to carry out, under the reasonable direction of the Principal, the appropriate duties of a teacher which are set out in the current Schoolteachers' Pay and Conditions Document.

Particular Duties and Responsibilities

The Postholder is expected to undertake, within the Conditions referred to above, the more specific duties/responsibilities listed overleaf. These should not imply or include any voluntary activities.

Amendment of Job Description

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or Post holder as circumstances make necessary. They may be amended only after reasonable consultation.

Signed _____ Date _____

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A LEADING AND MANAGING POLICY

All staff within SS Mary and John's Catholic Primary Academy are considered a leader. As a class teacher you have a responsibility to:

1. Participate in the review, evaluation and policy development process to ensure that they reflect academy aims, objectives and enable school to make the Mission Statement a reality for all in the community.
2. Support the aims and ethos of the academy, ensuring that the Academy Mission Statement is known and understood so that it informs policy and practice and your professional duties with pupils, staff and stakeholders.
3. Deliver all aspects of the Health and Safety Policy and report to the Principal on Health and Safety and Environment matters and Safeguarding.
4. Contribute to management forums on the formulation of Whole Academy Policies and academy development.
5. To contribute to Academy Self Review activity.

B LEADING AND MANAGING LEARNING AND TEACHING

As a Class Teacher you have a responsibility to:

1. Lead by example and display those teacher competencies required of all teachers at SS Mary and John's Catholic Primary Academy with regard to subject knowledge, subject application, assessment, recording and reporting and pupil engagement.
2. Carry out teaching duties in accordance with the academy's schemes of work and National Curriculum and provide leadership and support for colleagues in planning and delivering aspirational targets for all.
3. Liaise with parents and attend consultation evenings. Enable academy to continue to be responsive to stakeholder needs. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement, progress and personal development.
4. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of students. Ensure learning experiences of pupils are linked with and integrated into the wider community which enables them to take their place in their local and global community as active citizens guided by Catholic values.
5. Co-ordinate the assessment and reporting of progress in accordance with the assessment policy and Key Stage requirements. Keep appropriate records of pupils' attainment and progress. Ensure Key Stage Assessment Data is shared effectively within the academy and is used to raise achievement for all cohorts.
6. Implement the academy's behaviour policy as an integral part of effective teaching and take direct action to ensure consistency across the department. On a termly basis apply data from conduct log records and Voice of The Learner to inform next steps.

7. Actively encourage house competition, empowerment and pupil leadership within the classroom and ensure this relates to whole academy policy and pupil voice.
8. Support the development and implementation of new models of curriculum development as appropriate.
9. Ensure that engaging learning takes place when cover has to be arranged.

C LEADING AND MANAGING PEOPLE

As the Class Teacher you have a responsibility to:

1. Lead by example and ensure effective balance of challenge and support to secure improvement – particularly in relation to the deployment of Teaching Assistants.
2. Guide and advise individual teachers on matters relating to teaching and learning in your subject responsibility (if relevant) which will secure pupil engagement with progress and attainment.
3. Observe colleagues at work and ensure the evaluation and sharing of good practice and complete appropriate records for accountability.
4. Contribute to a cohesive team spirit in the academy, whereby the skills of all staff are valued and developed and are supportive of whole academy ethos.

D MANAGING RESOURCES

As a Class Teacher you have a responsibility to:

1. Manage, organise and deploy learning resources to maximum effect ensuring Best Value, quality control and security of resources.
2. Monitor and ensure efficient use of resources and evaluate their effectiveness.
3. Advise SLT on the deployment of staff to ensure the most efficient use of teaching professional expertise (particularly in relation to Teaching Assistant support).
4. With administration staff, ensure stock and inventory records are maintained on a termly basis and adhere to sign out procedures for occasions when items are taken off site.
5. Ensure that there is a safe working and learning environment in which risks are properly assessed and reported in accordance with the Health and Safety policy.
6. Ensure the learning environment is ordered and conducive to raising achievement with good visual display which is changed regularly and kept neatly.

E MANAGING PUPIL WELLBEING

As a class teacher you have the responsibility to ensure the well-being of pupils through:

1. Ensuring all lessons are well planned, delivered at an appropriate pace and engage all learners and that this is reflected in pupil and stakeholder voice evaluations.
2. Liaison with colleagues in all teams, including Associate Staff and LA for the good of pupils as appropriate.
3. Implementation of whole academy policies relating to ECM; Safeguarding etc in order to maximise learning.
4. Be available to deal with issues involving pupils, parents and staff as required and directed by the Principal.
5. Taking responsibility for break, lunch and after school duties in relation to academy practice.
6. To contribute to whole academy extra-curricular activities and to actively lead and contribute to assemblies and pupil leadership, empowerment and praise activities.
7. Adhere to whole academy Behaviour Policy especially in managing sanctions, referrals, conduct and incident logs.
8. Enable each pupil to fulfil their potential and be the best they can be by placing them at the centre of all endeavours.
9. To carry out all pastoral duties of a class teacher.

F OTHER

Duties which may reasonably be required in agreement with the Principal.