



Saint Martin de Porres

Catholic Primary School

"Through Jesus we achieve our very best"

CLASS TEACHER 2019-2020

Job Description

General Duties

This position is subject to the current conditions of employment contained in the School Teachers Pay and Conditions Document and other current legislation. Class teachers should have due regard for the requirements of the National Curriculum, the schools aims and objectives and schemes of work and any policies of the governing body. It is expected that each member of staff will share in the corporate responsibility for the welfare, discipline and safeguarding of children he/she is responsible for, or comes into contact with.

Specific Responsibilities

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- maintain the Catholic ethos of the school, acting as an appropriate role model, contributing to the social, moral, spiritual and cultural development of the school
- adhere to the school's agreed code of conduct.
- build trust and confidence with pupils and colleagues
- contribute positively to team commitment with colleagues and in the classroom
- engage and motivate pupils
- demonstrate a reflective approach to their teaching, paying heed to the national standards for their professional development
- strive to improve the quality of pupils learning, paying particular attention to their physical, intellectual, emotional and social development

Person to whom responsible: Head Teacher

Line Manager: Head Teacher / Assistant Head Teacher

Areas of Responsibility and Key Tasks:

A. Planning, teaching and class management, to:

Paying careful heed to the Learning & Teaching, Marking and Assessment Policies of St. Martin de Porres School, teach allocated pupils by planning their teaching to achieve progression in learning through:

- Identifying clear learning objectives and success criteria (WALT & Must, Should & Could) and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations

- Setting clear targets, building on prior attainment
- Identifying children with special needs
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensuring coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Monitoring and intervening to ensure sound learning and discipline
- Using a variety of teaching methods to:

Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;

Use effective questioning, listen carefully to pupils and enable them to see errors and misconceptions as opportunities for learning;

Select appropriate learning resources and develop study skills through ICT and other sources;

Reflect areas for development and key teaching concepts as reported by the SLT.

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate their own teaching critically to improve effectiveness

B. Monitoring, assessment, recording and reporting - to:

- assess how well learning objectives have been achieved and use that assessment to inform planning and improve learning and teaching;
- mark and monitor pupils work and set targets for progress in line with the school's policy;
- assess and record pupil progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the next steps for the child;
- prepare and present informative reports to parents.

C. Other professional requirements - to:

- have a working knowledge of teachers professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- contribute to a culture that maintains high expectations for every child;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- take on any additional responsibilities which might, from time to time, be determined.