



## **Job Description: Class Teacher**

### **Responsible to:**

- The Headteacher of the School
- The Deputy Headteacher
- The Assistant Headteachers

**Grade:** Teachers Pay and Conditions, as indicated in Schedule XI of the “Conditions of Employment of School Teachers”.

### **Main Purpose:**

To provide an effective education and support the welfare and personal development for a designated class of children by teaching, having due regard to the requirements of St Johns RC primary school agreed curriculum and school policies.

### **Main Duties:**

1. To fulfil the Condition of Employment for School Teacher as laid down in the Pay and Conditions Act 1998 and subsequent amendments.
2. To provide a well-managed, and stimulating and effective learning environment for children maintaining good discipline.
3. To foster each child’s self-image and esteem and establish relationships which are based on mutual respect.
4. To prepare curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of pupils including those with SEN and or EAL needs.
5. To deliver each pupil’s entitlement to a broad, balanced curriculum, including the National Curriculum (where appropriate), and taking account of how pupils’ learning is influenced by their development.
6. To plan, assess and record systematically, and to use assessments and data to improve the quality of teaching.
7. To take responsibility for one’s own professional development, including responses to school policies and practices.

8. To take part in appraisal as part of the school's professional development programme.
9. To accept responsibility for the health and safety of pupils encouraging an atmosphere in which pupils work co-operatively and effectively.
10. To take responsibility for the management of other adults in the classroom.
11. To develop and maintain relationships with parents as partners in their children's learning and with others who have an interest in the welfare of pupils.
12. To assess and provide written reports about children's academic and personal development to staff in school as well as external agencies.
13. To participate in induction initiatives established by the school.
14. To work co-operatively within the staff team, carrying out all duties so as to implement the Equal Opportunities Policy.
15. To take responsibility for a curriculum subject area as agreed with the headteacher as detailed below (this will not be a core subject):
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the school curriculum and any other new initiatives from the Department for Education.
  - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
  - Review the policy and adapt it as appropriate
  - Develop a scheme of work for the subject suitable to the needs of primary school catering for 4 – 11 year olds
  - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
  - Offer support and advice to colleagues.
16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.