

# Sacred Heart School

## Roehampton



### **JOB DESCRIPTION - CLASS TEACHER**

**JOB TITLE:** Class teacher; with responsibility in consultation with the Headteacher for a subject leadership role dependant on experience.

#### **Purpose of the Job**

In addition to the responsibilities as a class teacher the purpose of the job will be to develop and co-ordinate a subject leadership throughout the school.

#### **Main Activities and Responsibilities**

In addition to the General Professional Duties set out in Part 12 of the "School Teachers' Pay and Conditions Document 2013", the teacher should also endeavour to maintain and develop the Catholic character of the school and, in accordance with the directions given by the Governors, and, subject thereto, the directions given by the Headteacher. In addition they should support and co-operate with other colleagues. The following specific duties are also attached to the post:-

**\* Curriculum area to be negotiated and NQTs 'shadow' teacher-in-charge for first year**

1. To have a good practice of \* teaching in their own classroom and to give a positive image to \* throughout the school by setting up displays and exhibitions and by encouraging and advising colleagues.
2. To view the equipment needed for \* and to order books and other materials needed; to demonstrate their use to other teachers and to arrange for their distribution.
3. To keep up to date with the current thinking on \* by reading and attending courses, and to pass this information on to the rest of the staff through staff meetings or INSET. To incorporate this information into the school's policy as appropriate.
5. To monitor the progress of the children in all aspects of \*.
6. To communicate the school's \* policy to parents and Governors as appropriate.
7. To perform other such duties as shall appear necessary to strengthen the \* teaching in the school and to be aware of the equal opportunities that should be offered to all.

This job description is to be reviewed annually in consultation with the Headteacher.

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### **Person Specification & Selection Criteria**

#### **Class Teacher**

The successful candidate will have most or all of the following specifications or criteria, as indicated on their application forms:

- Qualified teacher status. (E)
- Successful practice in primary classroom management. (E)
- Knowledge of the National Curriculum. (E)
- Specialist knowledge in a chosen curriculum area. (E)
- The ability to stimulate and encourage pupils' learning. (E)
- Written and oral communication skills. (E)
- Effective relationships with colleagues in the school, parents, governors and external agencies. (E)
- Organisational skills. (E)
- Good health record. (E)
- Able to maintain and develop the Catholic character of the school. (E)
- Catholic Certificate in Religious Studies (CCRS). (P)

(E) Essential

(P) Preferred

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