HOLY GHOST CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION FOR THE POST OF CLASS TEACHER

SALARY: Main Pay Scale (MPS) at the appropriate incremental point

The Post-holder is accountable to the Headteacher of the School

General Condition of Employment
The Post-holder will carry out his/her duties in accordance with and subject to:

2. The Articles of Governance of the Holy Ghost Catholic Primary School.
3. The relevant sections of the Pay and Conditions Document, for the relevant year.
4. The Teachers’ standards at career stage expectations

Main Purposes of the Job

- Provide high quality teaching and learning experiences for the assigned pupils
- Provide subject leadership and expertise in a specific field, or fields, arising out of the post-holder’s initial training, study undertaken after qualifying, or experience which has developed expertise

Safeguarding Children

- To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and “Working Together” in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
- To ensure that the worker’s line manager and school’s designated officer for child protection are made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Scope for Impact

The classroom teacher’s professional activities impact on the quality of:

- planning the curriculum for a specific class of pupils
- the teaching and learning experienced by the allocated group of pupils
- assessment and efficient recording and reporting of it for those pupils
- the good order, discipline and motivation of those pupils
- the learning environment in the classroom and other spaces allocated
- the ethos of the school to the extent that the post-holder contributes to it or not
- specific subject or practice expertise provided by the post-holder

PRINCIPAL ACCOUNTABILITIES

The Catholic Ethos

As a teacher in this Catholic School the post-holder is expected to contribute to a tangible Christian ethos by:

- providing a model for our children of the Christian behaviour we teach and expect
- actively involving them in exploring, expressing and demonstrating their faith
- allocating an area of the classroom for inter-active RE display using quality artefacts which reflect the Liturgical Year and / or the Scheme of Work, or other theme agreed

Curriculum

Ensure high quality learning experiences for pupils through:

- investing in quality planning of the curriculum for the allocated class of pupils in accordance with school policy and agreed schemes of work, and, where feasible, in collaboration with the key stage team, or other professional teams as appropriate;
- delivering this curriculum through effective teaching strategies and learning experiences, matching these to the needs of each pupil in the class
- making effective learning resources accessible to pupils and ensuring that these are properly stored and cared for
- establishing and fostering good relationships with pupils, parents and school staff to ensure a positive and supportive learning ethos

Assessment, reporting and recording

In accordance with school policy and guidelines:

- use appropriate modes of assessment; diagnostic, formative, summative, of pupils’ leaning styles and modes, and of their progress and achievement
- provide effective feedback to individual pupils about the outcomes of assessment
- record the outcomes of assessment efficiently
- provide verbal or written reports about the progress of pupils and the outcomes of assessment as required by the Headteacher, by colleagues, by parents or by any others who have a right to know
- use results of assessment to match learning tasks to pupils’ needs, next steps; and plan good provision maps/IEPs where required

Learning Environment

Ensure that the classroom environment supports and stimulates learning through:

- good, purposeful organisation of the classroom space
- effective storage of resources so that they are accessible to pupils
- good quality display in the classroom both to celebrate and to stimulate learning
Pastoral Care & Behaviour Management
Implement consistently the school’s pastoral care and behaviour management policies and guidelines to ensure that all pupils:

- experience high quality pastoral care and equal opportunities
- are well supported in personal, social, spiritual, moral and cultural development
- develop mutual respect, self-control and positive collaboration with their peers and with all adults working with them in school
- are effectively monitored for attendance and punctuality

Resources
- The post-holder is responsible for all resources: time, materials, equipment, space and furniture in his/her classroom and should deploy these effectively and efficiently, and train children to take care of all resources.
- The post-holder is responsible for:
  - auditing all resources pertaining to the subject / field of which he / she is responsible
  - evaluating them to ensure they provide value for money and that they afford good support for learning,
  - ensuring that these resources are maintained, that staff can access what they need to teach, that they are stored appropriately, are well organised and kept tidy.

Professional Expertise
- provide sound expertise to the teachers in the school in a specific field of knowledge and / or practice as agreed annually with the Headteacher;
- advise on policy and practice in this field and lead improvement;
- keep abreast of developments in it to update staff;
- assist with quality assurance activities to achieve high standard of teaching and learning.

Professional Development
- Develop and actively update knowledge and skills which enhance professional performance in the classroom and in the subject support to be provided by the post-holder

The Application of this Job Description
Annually the post-holder will identify priorities from the appropriate accountabilities, and the Teacher’s Standards as the foci of his / her activities. These priorities will form part of the performance objectives for Performance Management/appraisal.

Performance Management
To undertake an annual audit of the teachers’ standards at career stage expectations, and set objectives in line with the school’s Performance Management/Appraisal Policy.
- To agree objectives with the assigned reviewer
- To contribute to the review of performance against objectives set, and ensure they are met.
- To discuss and identify professional development needs.