



St Paul's Catholic Primary School

Job Description

Post title:	Class Teacher
Salary:	Main Scale Pay
Location:	St Paul's Catholic Primary School
To whom responsible:	The head teacher
Main purposes:	

To teach a class, working constructively as a member of staff within the whole school team.

To promote the ethos of the Catholic school within the context of our mission statement.

To plan, teach, monitor, assess and evaluate the education programme for the children taught.

To share in the corporate responsibility for the well-being and discipline of all pupils.

Policy and legal framework

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School policies, schemes on the curriculum and school organisation.
- Borough policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

School teachers' professional duties

The professional duties of a teacher shall include:

Teaching

Having regard to the curriculum of the school:

To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.

To teach according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.

Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.

Consult and plan with learning support staff outside agencies as appropriate.

Liaise with the SENCO to ensure that the New Code of Practice is implemented fully.

Organise and change the working environment appropriately for the range of activities taking place.

Maintain a stimulating, informative environment displaying children's work appropriately.

Teach pupils to take responsibility for resources and the environment.

Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.

Work with all members of staff and parents to ensure that schools behaviour and discipline policy is implemented and to work at all times towards the happy, self disciplined child.

Use a variety of suitable teaching and learning styles.

Communicate personal enthusiasm and stimulate and maintain interest in learning.

Assessment, recording, reporting

Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.

Keep records of pupils' progress and report achievements in line with school policies and statutory requirements

Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.

Encourage children to strive for excellence in their work and behaviour.

Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.

Communication

Establish good relationships with parents to promote, pupils learning and achievement in line with the school policy.

Communicate and corporate with persons or bodies outside the school and participate in meetings arranged for any of the purposes described above.

Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.

Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions.

Contribute towards school assemblies.

Note and respond to all messages left on staff notice board or in staff pigeonholes.

Ensure that all accidents and behavioural incidents are properly recorded and reported.

Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions.

Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Professional Development

Participate in arrangements for appraisal of her/his performance.

Participate in arrangements for her/his further training and professional development as a teacher.

Subject leader responsibility

To lead a specified subject area taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

In particular-

- To be responsible for maintaining resources for specified area of responsibility.
- To advise other members of staff on the resources available and to monitor their use.
- To order resources for a specified area of responsibility under the guidance of the deputy head teacher.

To maintain financial records of resources and work within a set budget.

Whole school commitment

To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.

To support and assist in the development of the stated School and LEA policies have a regard to the National Curriculum.

To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school. e.g. playground duties.

To be supportive of the school's extra-curricular activities.

To take an active part in the school's involvement with the wider community

To ensure the children's safety at all times

Working time

A full-time teacher shall be available for work for 195 days in any given year of which a 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties.

Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any year (12 months from September 1st), excluding time spent in traveling to or from the place of work.

A teacher shall not be required under her contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2pm.

A teacher shall, in addition work such additional hours as may be needed to be enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teachers functions.

The teacher will be entitled to 10 per cent PPA time.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you.