ST. TERESA’S CATHOLIC PRIMARY SCHOOL

Job Description

Class Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Areas of Responsibility and Key Tasks**

**a) Planning, Teaching and Class Management, to:**

Teach allocated pupils by planning their teaching to achieve progression of learning

through:

* identifying clear teaching objectives 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 SEN or very able pupils;
* provide clear structures for lessons maintaining pace, motivation and challenge;
* make effective use of assessment and ensure coverage of programmes of study;
* ensure effective teaching and best use of available time;
* monitor and intervene to ensure sound learning and discipline
* use a variety of teaching methods to:

1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

* 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, Reporting - To:**

* assess how well learning objectives have been achieved and use them to improve

specific aspects of teaching;

* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is

understood and completed, monitor strengths and weaknesses, inform planning and

recognise the level at which the pupil is achieving;

* 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;

* endeavour to give every child the opportunity to reach their potential and meet high

expectations;

* 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.
* to be responsible for a curriculum area.

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**Teacher – Person Specification**

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| **Appointment Criteria** | | **Essential/**  **Desirable** | **Assessed From** |
| Qualifications | Qualified Teacher Status | E | Application  Documentary  Evidence |
|  | Further qualification in related area | D | Application  Evidence |
| Experience | Substantial and broad experience of teaching across the Primary Sector | D | Application  Interview |
| Knowledge & Understanding | Knowledge and understanding of Primary Curriculum and its application | E | Interview |
|  | Knowledge of strategies that promote equal opportunities for all | E | Interview |
|  | Knowledge and understanding of effective behaviour management strategies and the ability to put these into practice | E | Interview |
| Leadership  Skills | Ability to lead and deploy staff to work as individuals and as a s team | E | Application interview |
|  | An understanding and experience of effective teamwork | E | Interview |
|  | Ability to develop and maintain good professional relationships | E | Interview |
|  | Ability to set standards and provide a role model for staff and pupils | E | Interview |
|  | Ability to contribute to a Curriculum Team | E | Application  Interview |
|  | Ability to deal sensitively with people and resolve conflicts | E | Interview |
|  | Ability to motivate and inspire | E | Interview |
| Curriculum | A thorough understanding of Primary Curriculum including the processes involved in curriculum review and development | E | Application  Interview |
|  | Up-to-date knowledge of nation priorities to support school improvement | E | Interview |
| Resources | Ability to work and deploy staff and resources effectively | E | Interview |
| Communication | Ability to communicate effectively in a verbal and written form to a range of audiences | E | Interview  Application |
| IT | Interest in leading IT throughout the school | D | Interview  Application |