



St. Francis of Assisi Catholic Primary School

JOB DESCRIPTION

Title of Post: Class Teacher Part-time (3 days a week)

Salary Scale: Main scale/UPS

Responsible to: Assistant Head

Main Purposes of the Job

Provide high quality teaching and learning experiences for the assigned pupils in conjunction with the Professional Teacher Standards

Safeguarding Children

- To be fully aware of and understand the duties and responsibilities relating to all child protection and safeguarding matters within the organisation.
- To ensure that the 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.

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

- use appropriate modes of assessment; diagnostic, formative, summative, of pupils' learning 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, colleagues, 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 Development

- Participate in the school's Appraisal policy

This job description is not a contract and maybe amended at any time, following consultation with the Head Teacher it will be reviewed annually.