



POSITION: KS2 CLASS TEACHER
HOURS: FULL TIME (1 YEAR FIXED TERM)

JOB DESCRIPTION

JOB PURPOSE: To ensure all round development of pupils by teaching the curriculum with due regard for the mission, aims and objectives of the School and the needs of the pupils.

RESPONSIBLE: Headteacher
Deputy Headteacher
Head of Juniors Department

MAIN RESPONSIBILITIES / DUTIES OF JOB:

Teaching

- Lead and inspire pupils in a love for learning, excellence of standards and expectations.
- Strive to be an excellent classroom practitioner, teaching according to the needs of the pupils.
- Understand the academic, physical, emotional and spiritual needs of pupils in the class and plan appropriate tasks to maintain a close match between the work offered and those needs.
- Plan a time-table for the week within the School's guidelines of a broad, balanced and relevant curriculum.
- Plan, prepare and deliver suitable programmes of work and lessons within the established curriculum guidelines.
- Use a range of appropriate teaching methods to enable all children in each year group to learn, according to their aptitude and ability.
- Ensure equal pupil access to the curriculum.
- Provide pupils with regular constructive feedback including the marking of work (to be carried out in school and elsewhere).
- From time to time review methods of teaching and programmes of work.
- Work alongside the parallel class teacher in organising teaching programmes and related activities.
- Maintain a cheerful and well organised stimulating environment in which pupils can work effectively and experience a sense of achievement.

Pupils

- Provide a nurturing and caring ethos in which pupils can flourish academically, physically, emotionally and spiritually.
- Maintain good order and discipline within the classroom and throughout the school.
- Actively safeguard the pupils' health and safety both in school and when engaged in authorised school activities elsewhere.
- Liaise with the Headteacher, Deputy Head, Head of Dept. and colleagues regarding information concerning the needs and abilities of individual pupils.
- Promote the general progress and well-being of individuals and review your own and pupils' work as a regular strategy aimed at maintaining the standard and quality of work done.
- Provide guidance, advice and support to pupils on educational, personal and social matters.

Assessment, Reports and Records

- Assess standards of work, monitoring attainment and keeping up-to-date mark books and records of each pupil's progress including entering data into the central database.
- Assess, record and report on the development, progress and attainment of pupils.
- Compile reports for both internal use and twice yearly for parents.

- Keep the Headteacher informed of the detail of the day-to-day work undertaken by means of weekly planning completed in advance.

Meetings

- Participate in staff/curriculum/department/parents’ meetings after school.
- Communicate and consult with other staff and parents of pupils.
- Have regular meetings with parallel teacher.

Performance Management

- Participate positively in performance management and monitoring procedures.

Further Training and Development

- Keep abreast of recent educational developments.
- Participate in arrangements for further training and professional development as a teacher by attending INSET and CPD courses.

Other Responsibilities

- To contribute to the spiritual and social life of the School and actively promote and support the Christian ideals of a Roman Catholic school.
- Promote good relationships at all levels and treat with sensitivity and professionalism any confidential information concerning individuals gained in the course of a working day.
- Manage the duties and responsibilities of the teaching assistant attached to the class.
- Participate in supervision duties at break, lunch time and at the end of the day.
- Supervise and, so far as practicable, teach any pupils whose teacher is not available to them.
- Maintain the high standards throughout the school and uphold the Teachers’ Standards accordingly.
- Uphold the staff behaviour policy and all school policies and procedures.
- Support co-curricular activities, school events and whenever able to support functions organised by the Friends of Holy Cross.
- Offer or assist with an after school extra-curricular activity.
- Undertake any other specific duties which the Headteacher may reasonably direct from time to time.
- Be prepared to accept changes in the above items as required by the needs of the school, and for personal and professional development.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.

Name

Signed Date.....