



Class Teacher

To carry out the duties of a teacher specified in the School Teachers' Pay and conditions Document

In addition the post carries the following duties:-

- **A teaching commitment**

Terms of Appointment

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The appointment is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Reform Act 1988, other current educational and employment legislation and the school's articles of Government. In carrying out their duties, the teacher shall consult where appropriate with the Governing Board, Diocese, Emmaus Catholic Academy Trust, staff of the school, parents of its pupils and the parish served.

The teacher should endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and subject there to the direction of the Headteacher.

General Duties

Ensure the education and welfare of classes and achievement groups of children in accordance with the requirements of *Condition of Employment of School Teachers and Teachers' Standards*. Have due regard for the requirements of the National Curriculum, the school's vision, values, curriculum and schemes of work, and any policies of the governing body. Share the corporate responsibility for the security and discipline of all children and have regard to safeguarding and child protection matters and take prompt action to address any concerns, reporting to and involving the Designated Safeguarding Leader.

Professional Duties

Teaching:

In each case having regard to the Teachers' Standards and the curriculum for the school:

- Planning and preparing lessons;
- Teaching, according to their educational needs, the pupils assigned including the planning, setting and marking of work to be carried out by the pupil in school and elsewhere in accordance with policies for Teaching and Learning and Marking and Feedback;
- Demonstrate good subject and curriculum knowledge;
- Assessing and recording the development, progress and attainment of pupils;
- Adapting lesson plans in the light of these assessments in accordance with Assessment for Learning principles and the school's assessment policies and procedures so that each pupil's educational needs are met.
- Take responsibility for the pastoral care of pupils in your class.
- To monitor the standards of behaviour and achievement within the class.
- To deploy support staff effectively to support teaching and learning.



Other activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned;
- Providing guidance and advice to pupils on educational and social matters and making relevant records and reports, taking a pro-active approach to involving parents;
- Making records of and reports on the personal and social needs of pupils;
- Participating in year group team meetings;
- Undertaking training to meet any of the teaching or other requirements herein described.

Assessments and reports:

- To monitor the progress of all children in the class and ensure appropriate action is taken where issues are identified.
- Collect and interpret assessment data for the children in their class
- To set appropriate targets for all children based upon the data available
- Liaise with teaching assistants and outside agencies.
- Providing for subject leaders, SLT and governors, oral and written assessments relating to individual pupils or groups of pupils as often as may be necessary to monitor and enhance pupil progress;
- Undertaking regular assessment of pupils' work and ensuring that this information is entered into school tracking systems by agreed set dates and informs future lessons, having regard to the needs of each pupil and in accordance with the school's policies and practices;
- Preparing for and attending termly Pupil Progress Meetings;
- Preparing for formal meetings with parents and providing termly updates of progress and achievement across the curriculum.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- To ensure the daily practice of the Catholic Faith by each child by the provision of appropriate learning situations and personal example.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development,
- Attend team and staff meetings.
- Communicate and consult with parents,
- Communicate and consult with outside agencies and linked High Schools,
- Having high expectations of all pupils and ensuring that, as far as possible, their achievements reflect this
- To actively promote an interest in and enjoyment of an agreed curriculum area by;
 - a) Attending appropriate INSET meetings and keeping colleagues informed of current trends through report back sessions and leading INSET
 - b) colleagues informed of current trends through report back sessions and leading INSET
 - c) Providing guidance and support for colleagues
 - d) Ensuring that there is continuity and progression in that named area
 - e) Maintaining and developing available resources in that area
- Carry out any reasonable request of the Head Teacher



Other duties and responsibilities

- Make a positive contribution to the wider life and ethos of the school

Appraisal:

- Participating in the school's agreed system of performance management.
- Your line manager will be the year leader or a member of the Senior Leadership Team, or in the case of year leaders or SLT, the Headteacher.

Discipline, health and safeguarding:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety, including having regard to the Teachers' Standards and the school's Behaviour Policy and Health & Safety Policy.

Staff meetings/INSET training:

- Participating in meetings at the school which relate to any matter referred to in this document, the curriculum or the administration or organisation of the school.

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above and the Teachers' Standards.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Working Time:

This job description defines exhaustively the responsibilities attached to your post and is subject to the limits on working time set out in the Education School Teachers Pay and Conditions Order 1996, particularly those provisions whereby you are available for work at the Headteachers direction for 195 days (of which 190 days shall be pupil days) and not more than 1265 hours per year.

This job description is integral to the annual review of performance. It will only be amended following discussion. This job description will be reviewed annually.