



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

**JOB DESCRIPTION**

<b>JOB PURPOSE:</b>	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.
<b>RESPONSIBLE:</b>	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.....