

St Augustine's Catholic Primary School



Class Teacher Job Description

'The Catholic School should be a living embodiment of an ideal and a faith. It should demonstrate a way of life. It should be a witness to society. It should practice what it preaches about the dignity and worth of the individual.'
(Cardinal Hume 1988)

The Governors of St Augustine's Catholic Primary School wish to implement the above quotation by the appointment of staff who are imbued by Gospel values and prepared to promote these values in the school community.

Pastoral care should reproduce the warm and intimate atmosphere of the ideals of family life.

Members of staff in St Augustine's Catholic Primary School are expected to live the life of the school in the above context. Close contact with the children inevitably entails moral responsibility. Your informal influence and example will be important to the pupils' formation and development.

Purpose of Job	<p><i>As a staff member within the school</i></p> <ul style="list-style-type: none"> • To encourage and support the Catholic ethos of the school through participation in, and co-operation with, arrangements for prayer, worship and RE development in school. • To support the efforts of the school in promoting home-school-parish co-operation. <p><i>As a class teacher</i></p> <ul style="list-style-type: none"> • To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.
MAIN RESPONSIBILITIES	

Class Teacher	<ul style="list-style-type: none"> • To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum. • To ensure a close match between the learning experience offered and the individual needs of the children in the class taking account of individual learning preferences, so as to give each child an opportunity to achieve to the maximum of his/her capability. • To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCO. • Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience. • To teach effectively, with commitment and sensitivity, using methods that facilitate autonomous learning and promote self-discipline, initiative and integrity. • To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline. • To maintain a high standard of display both in the classroom and in other areas of the school. • To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning. • To undertake medium and short term planning and the implementation of agreed schemes of work. • To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies. • To be sensitive to issues relating to cultural considerations and equal opportunities and to ensure that appropriate action is taken to reduce and remove any inequalities that are identified. • To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice. • At all times work within the framework provided by the School's Policy statements and fulfil the general aims and objectives of the School Development Plan. • To ensure Health and Safety policies and practices, including risk assessments, are implemented where appropriate. • As a class teacher to promote the general progress and well being of individual pupils and the class as a whole. • To liaise with support staff both school based, from the LA & from other external bodies as required. • To take responsibility for the management of other adults in the classroom. • To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training. • To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
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Pastoral	<ul style="list-style-type: none"> • To value each child as an individual. • To foster each child's self-image and esteem and establish relationships which are based on mutual respect. • To accompany pupils to assemblies, liturgies and other acts of worship. • To encourage pupils full attendance at school and their participation in other aspects of school life. • To be aware of Child Protection issues, attend appropriate training and follow School CP procedures. • To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress, attainment, behaviour and welfare. • To take part in Parents' Evenings, Review Days and other School based events. • To apply behaviour management systems so that effective learning can take place.
Key Organisational Objectives	<p>To contribute to the School's objectives in service delivery by:</p> <ul style="list-style-type: none"> • Enactment of Health and Safety requirements and initiatives as directed; • Ensuring compliance with Data Protection legislation; • At all times operating within the school's Equal Opportunities framework; • Commitment and contribution to improving standards for pupils as appropriate; • Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Date of issue

Signature of Post holder

Signature of Executive Headteacher

Chair of Governors