



Larmenier & Sacred Heart Catholic Primary School

Job Description - Class Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the current School Teachers' Pay and Conditions Document, the Teachers' Standards and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Areas of Responsibility & Key Tasks

a) Planning, Teaching & Class Management

To teach allocated pupils effectively and plan for their learning to achieve progression through:

- Identifying clear learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Meeting the needs of all pupils, including those identified with Special Educational Needs and/or Disabilities,
- Pupil Premium, English as an additional language, high attaining pupils or other significant groups
- Providing clear structures for lessons; maintaining pace, motivation and challenge
- Making effective use of assessment and ensuring coverage of the Statutory Framework for EYFS/National Curriculum
- Ensuring effective teaching and time management
- Monitoring and providing effective feedback to secure sound learning
- Using a variety of teaching methods to:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding, appropriate to the subject taught
- Critically evaluating their own teaching to improve effectiveness
- Liaising effectively with appropriate teachers who provide classroom cover, including supply cover for course attendance and PPA release.

b) Monitoring, Assessment, Recording & Reporting

- Assess how well learning objectives are being achieved in relation to expected learning outcomes
- Mark, monitor and provide feedback on pupils' work, setting targets for progress
- Assess and record pupils' learning systematically and review progress within lessons and overtime
- Monitor strengths and areas requiring further development; informing planning and recognising the level at which pupils are achieving
- Share assessment information with pupils and use outcomes to set targets
- Prepare and present informative reports to parents and outside agencies, as appropriate.

c) Other Professional Requirements

- Promote the vision, aims and values of the school and contribute to their development in accordance with the Instrument of Government
- Have a secure working knowledge of Teachers' Standards and legal responsibilities
- Operate at all times within the stated policies and practices of the school. This includes complying with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection; reporting concerns to school leadership.
- Establish effective working relationships and set a good example through personal and professional conduct
- Be committed to the maintenance of high standards and quality education throughout the school
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and Governors
- Take on any additional responsibilities, as appropriate
- To be responsible for a curriculum area, as appropriate.