

**St Mary's Catholic Primary School,  
Cannock**

**Part of St Gabriel the Archangel Catholic Multi-Academy Trust**

**Class Teacher Job Description**

**Job details:**

<b>Job title:</b>	Class Teacher – Primary School
<b>Salary:</b>	Main pay scale
<b>Hours:</b>	32.5 hours per week
<b>Reporting to:</b>	Headteacher

**Main purpose:**

The class teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
  - Meet the expectations set out in the Teachers' Standards
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**Duties and responsibilities:**

**1. Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

**2. Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**3. Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**4. Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

**5. Communication**

- Communicate effectively with pupils, parents and carers

**6. Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **7. Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Support the Catholic ethos of the school

#### **8. Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Class Teacher Appointment

## Job Specification

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified Teacher Status Degree	Evidence of CPD
<b>Knowledge</b>	Understanding of effective teaching and learning practise Understanding of how to use assessment to raise standards Knowledge of National strategies for EYFS	Experience of teaching in EYFS
<b>Skills/Abilities</b>	Able to plan effectively to meet the needs of all Children Good communication skills Able to motivate and work as a team Committed to creating an effective learning environment	
<b>Personal Qualities</b>	Enthusiastic, approachable, good organisational skills Keen to further own skills and learning Good sense of humour Willingness to be involved in the community/extra-curricular activities	Practising Catholic