



St. Joseph's Catholic Primary

Academy Halifax

Job Description



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| Job Title | Class Teacher |
| Accountability | Head Teacher |
| Salary Grade | Teacher Main Pay Scale |
| For whom responsible | Pupils within your specified class and the initial management of educational teaching assistants, students and voluntary helpers working with pupils in your care. |

1. Terms and conditions of employment

You are required to carry out the duties of a schoolteacher as defined in the current document 'School Teacher's Pay and Conditions of Employment.'

2. In the classroom the post requires you to

- Teach pupils within the age range 4-11 as directed by the Headteacher. Your classroom and teaching practices will reflect the school's philosophy and policies.
- Maintain a high quality of teaching that will be reflected in your classroom environment and organisation and in the standards of work produced by pupils in your care.
- Promote and nurture positive self-esteem amongst all pupils, maintaining good standards of behaviour and discipline, referring to the Headteacher, Assistant Headteacher, Inclusion Manager and parents when necessary - in accordance with the school's policy.
- Work with curriculum leaders to ensure that pupils' needs and opportunities are met appropriately.
- Take responsibility for the initial management of classroom assistants, students and voluntary helpers working with pupils in your care.
- Promote parental participation in the education process by creating a welcoming and informative environment in which parents may feel at ease in discussing their child's progress and development.
- Promote the Catholic ethos of our school community.

3. Within the school you are expected to

- Follow the school's procedures for protecting and safeguarding children.
- Provide effective school/parent liaison.
- Assist in achieving the effectiveness of the agreed aims relating to the curriculum, School Improvement Plan and the policies of the Governing Body.
- Be an effective member of the school team, working co-operatively with other members of staff.
- Maintain high standards of health and safety in accordance with the school's policy.
- Participate in a review of your achievements to date and possible future training and development needs.
- Undertake any reasonable task the Headteacher may identify in time of emergency or need.
- Follow the Performance Management Policy of the school and work closely with your Line Manager.
- To attend to the pastoral needs of a class and to liaise with the Headteacher and other colleagues (when appropriate) on pastoral problems.

4. Specific responsibilities and leadership areas

Having successfully completed their induction year, all teachers are responsible for an area of the curriculum.

a. Purpose of the post

- To promote high standards within the subject area or aspect of the curriculum.
- To promote effective learning and improve standards of achievement for all pupils.
- To foster high quality teaching.
- To diagnose strengths and areas for development.
- To take effective action to secure improvements within their subject.
- To lead an area of curriculum management and provide support, advice and information necessary to sustain motivation and secure improvement in teaching.

b. Roles and Responsibilities

- To continually develop their subject knowledge; further their professional development in accordance with the school's policy on professional development through means such as observing good practice, maximising use of external advice, using guidance from advisory teachers.
- To support and advise colleagues.
- To lead school improvement and staff meetings related to their subject, where appropriate.
- To deliver staff training through staff meetings.
- To write and update the subject policy which outlines the specific characteristics of the subject and clarifies the working practices related to the subject.
- To ensure equality of opportunity and equal access to the subject for all pupils.
- To consult with SLT with regard to school targets.
- To advise on assessment in accordance with the school's policies.
- To monitor planning and outcomes.
- To evaluate the standards and progression achieved in the subject through means such as termly meetings, work scrutiny, pupil interviews and observations, assessment results, analysis of data.
- To provide feedback as a result of monitoring and evaluation.
- To take effective action to improve standards in the subject.
- To report to the Headteacher, Senior Management Team, Governors as appropriate.
- To provide a written report, summarising the findings from monitoring and evaluation and outlining areas for development and action, for the Headteacher twice yearly.
- To promote the subject to parents, community and develop contacts and networks beyond the school.
- To monitor, maintain and purchase appropriate resources, incorporating requests from staff and findings from termly meetings, and ensure that they are used efficiently, effectively and safely.
- To manage the budget allocation for the subject effectively.
- To establish and maintain documentation within the subject leader's file.