



St John Fisher Catholic Primary School

Job Description: Classroom Teacher

Main Duties & Responsibilities

General Duties

- Play an active role in the progress and wellbeing of pupils within any class or group to which they are assigned
- Implement the school's schemes of work, and comply with school policies and procedures, in particular those relating to the wellbeing and safeguarding of children
- Attend staff meetings, in-service days, parents' evenings, parent consultation meetings, and any other functions or meetings required
- Assist with the organisation of, and participate in, extra-curricular activities
- Support the head of department wherever possible, e.g. attendance at departmental meetings, and in preparation and displays of work
- Take responsibility for their CPD, and keep up-to-date with developments relating to subject matter
- Establish effective working relationships with colleagues, and set a good example for pupils through a high level of professionalism
- Participate in any appraisal arrangements made by the school which relate to their performance and that of other teachers

Planning

- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other subject teachers and the subject lead
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs
- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge
- Deliver lessons which are inclusive and adapted ensuring that pupils are all able to progress to their potential
- Monitor and assess the overall progress and development of the pupils within the class/classes in line with national curriculum requirements
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback in line with policy
- Use assessments of pupils' progress to inform future teaching
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth

Managing Pupils

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching which engages learners
- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that unexpected and unacceptable levels of behaviour are dealt with appropriately (with support from the SENDCO and Headteacher)
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of departmental resources

Points of Reference

- Mission Statement
- Aims of the school
- School curriculum statement
- School development plan
- Whole school policies
- Curriculum policies

Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.