



## The Blessed Sacrament Catholic Primary School Job description for Classroom teacher

### Purpose of the job

- To carry out the professional duties of a teacher in accordance with the latest School Teachers' Pay and Conditions Document and the school's policies under the direction of the Head Teacher.
- To meet the expected standard of a qualified teacher as outlined in the Professional Standards for teachers

As a Class Teacher you are expected to:

- (i) Carry out your professional duties for the care and supervision of all pupils, especially those in your class, as outlined in 'Conditions of Employment of School Teachers', of the School Teachers' Pay and Conditions document. This includes playground and other duties on a rota basis;
- (ii) Follow the directed times as outlined in the Staff Handbook;
- (iii) Carry out the duties and implement the policies and codes of practice outlined in the Staff Handbook, and those agreed at Staff Meetings and INSET sessions;
- (iv) Carry out the following post-specific responsibilities:

### A) Planning learning

1. Plan stimulating learning activities that achieve good progression in pupils' understanding by:
  - identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
  - setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
  - setting clear targets for pupils' learning that build on prior attainment
  - identifying pupils who have differing needs
  - ensure learning is appropriately differentiated so all children are challenged at their current level of learning
2. Create a high quality, rich, stimulating and enabling learning environment
3. Make effective use of assessment information on pupils' attainment and progress when Teaching, and in planning future learning.
4. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

### B) Teaching and classroom management

5. Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils' learning time is used efficiently.

6. Establish and maintain a purposeful learning atmosphere.
7. Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well focused, engaging teaching and through positive and productive relationships in line with the school's Christian ethos.
8. Establish a safe, clean and secure learning environment which promotes pupils' confidence.
9. Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review Individual Education Plans.
10. Evaluate your own teaching critically and use this to improve your effectiveness.

**C) Monitoring, assessment, recording, reporting and accountability**

11. Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
12. Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils' progress.
13. Be familiar with the statutory assessment and reporting requirements and prepare and present informative reports to parents.
15. Understand the expected demands of pupils in relation to the statutory requirements of each year group

**D) Management and administration**

16. Participate in administrative and organisational tasks related to the responsibilities described above.
17. Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
18. Participate in any arrangements made by the school for performance management and continuing professional development.
19. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.
20. When asked, lead the development of subjects across the school and, in consultation with the Headteacher, take responsibility for these subjects within school.

Carry out any other reasonable duty, commensurate with the post, which may be delegated by the Headteacher.

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.