



## ST PETER'S CATHOLIC PRIMARY SCHOOL

*Following in Jesus' footsteps, we live, love and learn together  
as a school family to build a better world.*

### Job description

**Job Title: Teacher**

**Main Scale Point 1 – 6 (this post is suitable for Early Career Teachers)**

This document summarises the full range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate will be modified over time to meet the needs of the school and of the Post Holder.

#### **Purpose of the job:**

- To meet Teaching Standards through the leadership of a class, as the qualified teacher, and to support children to flourish academically and pastorally

**Report to:** Headteacher

**Line Management Responsibilities:** None

#### **Key responsibilities:**

##### **Culture and ethos**

- Uphold the Christian ethos and distinctiveness of the school
- Work positively with leaders, colleagues and other stakeholders for the betterment of the children and families of St. Peter's Catholic Primary School
- Demonstrate a positive approach to change management and self-improvement

##### **The Children**

- Set ambitious yet achievable goals so that children can learn and flourish
- Provide clear guidelines so that children know what is expected of them
- Support the development of character and behaviour by using a restorative approach, alongside the school's rules and expectations
- Establish a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems.

##### **Planning, Preparation and Curriculum Development**

- Work collaboratively with leaders and colleagues to prepare a broad, balanced and adapted curriculum
- Review and evaluate from time to time the school policy and practice in the teaching of particular curriculum areas
- Organise and participate in curriculum review meetings with colleagues and subject leaders

##### **Marking, Feedback and Assessment**



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- Ensure that the school's Teaching & Learning (inclusive of marking, feedback and assessment) is followed and that regular and adequate records are kept for school purposes.
- Compile, collate and regularly update the records of progress on all pupils within the class.
- Ensure that all reports are promptly compiled and are of the highest standards in content and presentation. Criticism should be relevant and constructive.
- Effectively use assessment for learning to inform next steps for pupils, and utilise the Plan-Do-Review process

### **Classroom Organisation**

- Maintain a purposeful display of children's work ensuring that it is relevant. Care should be taken with presentation and placement.
- Arrangement of work surfaces and the grouping of children should be flexible and dependent on curricular needs and the abilities and needs of the children.

### **Meetings**

- Be available to parents at a mutually convenient time outside of teaching hours, for time-tabled parent evenings and also for individual meetings with parents and leaders should the need arise
- Take part in weekly staff meetings
- Participate in meetings with colleagues for curriculum development purposes
- Attend Pupil Progress meetings with the Inclusion Lead and other colleagues

### **Supervision**

- Carry out supervision of pupils before, during and after school, as determined by the Head Teacher
- Supervise the work of teaching assistants in the classroom, ensuring that work is set for and not by them
- Work proactively with teaching assistants so they understand the learning needs of our children and are well prepared to facilitate learning

### **Administration**

- Mark attendance and dinner registers, ensuring that absences and lateness are accounted for in the correct manner
- Complete other reasonable administration expected of a teacher at the respective pay progression point

### **School Visits**

- Make arrangements for visits outside school after discussion with the Head Teacher. All the necessary plans for dates, venue, transport, costs and adult supervision should be made. The Head Teacher should be kept informed about such arrangements and consulted over insurance cover
- Ensure that parents are given adequate notification about proposed educational visits and any information they made need about such a visit



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### **Attendance, absences and timekeeping**

- Ensure good timekeeping for the start and end of school session
- Inform the Head Teacher promptly of any urgent absence

### **Relationships**

- Establish positive relationships with parents, children and colleagues and be a supportive member of the school team
- Work positively within the school's restorative approach to behaviour

### **General Duties/Expectations**

- To observe Health & Safety, Equal Opportunities and other whole school policies
- To undertake any other duties as appropriate and as requested by the Head Teacher

### **Professional Development**

- To keep abreast of trends and developments in education
- To participate in relevant courses and staff training sessions
- To be proactive in own development and the sharing of best practice

### **Child Protection:**

- If you are concerned about a child or if a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must talk to the Head Teacher or a Designated Safeguarding Lead immediately
- The post holder is responsible for promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with
- The post holder must have Enhanced DBS Clearance to carry out this role.

Job description written:      **May 2026**