

Class Teacher - Job Description



Job Title: Teacher
Reports to: Head teacher
Salary Range: Main Pay Range Including Upper Pay Range
Date: September 2025

Purpose of the job:

The prime purpose of the class teacher's role is to work with the Head teacher, Assistant Head teachers and Governing Body by:

- i) Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
- ii) Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith in Our Lord Jesus Christ

Main duties:

All teachers work to carry out the statutory tasks as laid down in the current School Teachers' Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the Governing Body. In our Catholic School, teachers play a vital role in contributing to the Catholic life of the school community, rooted in the Eucharistic community (ies) it serves. The duties listed below are not, therefore, an exhaustive list of what is required.

1 Classroom Practice

- i) Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school. In practice this means a tidy, well organized classroom that allows for pupil independence for all pupils. Resources will be purposeful and displays will be kept up to date.
- ii) Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection. We are an inclusive school and it is the responsibility of the teacher to meet all pupils. Have high expectations of your pupils and encourage them to reflect their best in their work and appearance (tidy uniform).
- iii) Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
- iv) Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post

holder's pupils. The class teacher should meet with the TA before/after school to appraise them of the work they need to complete with pupils.

- v) Assess and record each pupil's progress systematically in line with current school procedures and use the results to inform planning. Formative assessment should be daily and tasks/provision should be adapted to meet the needs of all pupils, especially disadvantaged or SEND.
- vi) Mark and monitor class work and homework, providing constructive feedback and set targets for further progress in accordance with the school's Marking policy.
- vii) Frequently, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate

2 Other Professional Requirements

- i) To actively live out our mission statement in all facets of your working life. Be a positive role model for others.
- ii) Demonstrate a positive attitude towards your work and the work of others in order to foster effective teamwork
- iii) Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
- iv) Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
- v) Take responsibility for your own professional development and on-going formation. Ensure you have the relevant knowledge and skills to meet the expectations of your role.
- vi) Have a secure knowledge and understanding of the subjects taught
- vii) Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice.
- viii) Provide leadership across the school in a designated subject or curriculum area (not applicable to ECTs), this to include:
 - Monitoring quality and standards
 - Contributing to school planning and self-evaluation
 - Providing professional support to other teachers and support staff
 - Advising the head teacher on appropriate resources and materials
 - Leading appropriate professional development

In addition, an Upper Pay Scale teacher will:

- Have an excellent depth and breadth of knowledge, skills and understanding of the Teacher Standards and of developing adherence to those Standards by colleagues
- Be highly competent in all elements of the Teacher Standards
- Have a consistently positive impact on pupil progress to achieve or exceed expected outcomes

- Have a consistently positive impact on raising standards across the School, not just in their own classroom
- Make a distinctive and sustained contribution to the quality of teaching and learning, exceeding the standard expectations of the role
- Effectively demonstrate to colleagues how to be a role model of good and outstanding teaching and learning practice, and how to make a meaningful contribution to the work of the School
- Work effectively and collaboratively across the School in a wider role or outside the School
- Demonstrate effective or innovative use of CPD opportunities
- Attend CPD opportunities and feedback to the wider school

Job context:

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers will have a lead responsibility for a curriculum area across the whole school.

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.

Signed:

Teacher.....

Head teacher.....

Date.....