

# Job Description for Teaching Post

## St. Vincent's RC Primary School



### **JOB DESCRIPTION**

POST TITLE:	Class Teacher
PAY SCALE:	Main/Upper Pay scale
RESPONSIBLE TO:	Head Teacher
RESPONSIBLE FOR:	Not applicable
JOB PURPOSE:	To be accountable for the educational progress and attainment of learners within a designated class

### **MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### **Work with the Headteacher and Leadership Group in:**

- fulfilling the Mission Statement;
- implementing the educational aims, policies, objectives and targets of our Catholic school;
- monitoring and evaluating the performance of the school and its achievements as a Catholic school;
- motivating pupils through interest, encouragement and recognition of their unique value.

#### **General**

1. To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

## **Generic Responsibilities**

2. Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline in line with the school behaviour policy.
3. Plan effectively in the short, medium- and long-term and prepare effective learning sequences to ensure coverage of the curriculum and to meet the differentiated needs of learners. Plan and prepare homework and other out of class work.
4. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
5. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations. Set targets and state actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
6. Demonstrate ongoing development and application of teaching practice, expertise and subject specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
7. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
8. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
9. Promote the safeguarding and welfare of the children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well-being of children and young people. Take appropriate action where required.
10. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.