



OUR LADY OF GRACE SCHOOL JOB DESCRIPTION - CLASS TEACHER

In accordance with the Teacher's Pay and Conditions of Service Act Section XII of the School Teachers' Pay and Conditions Document, the Class Teacher is required to:

1. Assume responsibility for the education, safety and well being of the children in the class.
2. Develop pupils' awareness of the Catholic faith within the overall religious education and view of the world in which they live, and continue to promote positive links with the Parish and Community.
3. Plan, prepare and deliver the curriculum in line with the National Curriculum requirements and with due regard to School policies, Mission Statement and individual children's needs.
4. Follow advice given by Subject Leaders when planning programmes of work for children, to ensure that they experience a common approach and are provided with the best opportunities for their development.
5. Assess the needs of individual children and plan for those needs.
6. Regularly review the progress of the children and thus the effectiveness of the planning and teaching methods and keep appropriate records of pupils' progress which can be passed on to future teachers and other relevant agencies.
7. Provide written reports for parents, future teachers and the Educational Psychologist when required.
8. Use the classroom and learning process to develop the social skills, imagination and self confidence of the children ensuring that they experience a variety of ways of recording their work, including the production of work for class and school displays.
9. Organise the classroom such that good order and discipline is maintained within a stimulating environment where children learn to respect each other's needs.
10. Build relationships with parents through formal and informal meetings so they understand the progress their children are making and how they can integrate 'home' learning with school activities.
11. Work as part of a team, attend and participate in curriculum, administrative and organisational meetings. Participate in arrangements for further training and continuing professional development and take an active role in the formulation of school policies.
12. Adhere to the responsibilities laid down in the Staff Handbook and the requirements of the Performance Management Policy.