

## **Class Teacher Job Description**

### **Planning, Teaching and Class Management**

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies, taking into account individual pupils' needs
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- Set tasks which challenge pupils and are matched to their learning needs
- Plan lessons in a way that will interest and engage all learners
- Ensure effective teaching using core skills and systems as outlined by the school and best use of available time
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect and cooperative learning
- Create a learning environment which develops high levels of resilience, confidence and independence in learners when they tackle challenging activities
- Have high expectations of achievement and behaviour
- Give every child the opportunity to achieve their full potential in a framework of growth mindset

### **Monitoring, Assessment, Recording, Reporting**

- To ensure that marking, planning and all other school procedures are carried out rigorously
- Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with pupils, and use this assessment to plan next steps
- Set targets for progress and ensure learners understand what they are doing well and how to improve
- Assess and record pupils' progress systematically and keep records to check work is understood and completed; to monitor strengths and weaknesses; to inform planning and to recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents, senior staff and other professionals as required
- Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress

### **Other Professional Requirements**

- To support the aims and Catholic ethos of the school
- Understand fully the duties and responsibilities in relation to child protection and safeguarding children and young people
- Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the

designated members of staff

- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and positive learning behaviour are promoted in every day classroom organisation and practice
- To work as part of a team in all aspects of school development and take an active role in school life, attending and participating in school events
- To set a good example in terms of dress, punctuality and attendance
- To uphold the school's behaviour policy
- To participate in staff training
- To attend staff meetings
- To develop links with Governors, neighbouring schools and other relevant agencies to support the work of the school and care for pupils.
- Establish and maintain effective working relationships with professional colleagues and parents
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development
- Be aware of the need to take responsibility for your own professional development

### **Duty to Safeguard**

All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm.
- All staff then have a responsibility to take appropriate action, working with services as needed
- All staff, including volunteers and temporary staff must have an understanding of how the school safeguards and promotes the welfare of children, including the school child protection policy, their role and responsibilities in this and how to report any concerns.
- For support and advice in safeguarding contact the Deputy Head Teacher, Head Teacher or Head of Early Years.