



Class Teacher Job Description

Teaching and Learning

- Provide quality teaching and learning experiences for all children within the class addressing their different learning styles;
- Teach according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in the school and elsewhere;
- Plan effectively within school frameworks, offering a curriculum of broad experiences which challenges and motivates pupils to learn and which equips them for a changing world.
- Monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records
- Work closely with and consult with other colleagues ensuring continuity and progression for pupils
- Organise the classroom and learning resources to create a positive learning environment
- Prepare displays of children's work or stimulus displays;
- Maintain discipline in accordance with school policies and demonstrate good practice with regard to attendance, appearance, punctuality etc;
- Support delivery, recording and analysis of assessment, including end of key stage tests and tasks, phonics screening check, profiles, learning journals, half-termly assessments, tracking of pupils and contribute towards whole school evaluation.
- Ensure equality of opportunity for all, maintaining an awareness of individual needs and developing a personalised approach to learning and teaching
- Direct and supervise classroom assistants as appropriate;

Pastoral Care

- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together.
- Promote pupil independence in learning and social skills reinforcing the pupils self-esteem through praise and encouragement, setting challenging expectations.
- Be aware of and comply with policies and procedures relating to safe guarding children, health and safety and security, confidentiality and data protection, reporting all concerns to designated person or member of leadership team.

Staff development /training/reviews /meetings

- Participate in arrangements made in accordance with the school's Appraisal and Capability Policies, for the planning, monitoring and review of performance.



- Attend and participate in relevant meetings as directed by the Headteacher
- Maintain an up to date knowledge of the curriculum and teaching strategies through engaging in continuous self-professional development.

Curriculum Responsibility

If appropriate see attached Subject Leader Role and responsibilities.

General

Attend/lead assemblies, register the attendance of pupils, and supervise pupils as requested and assist with whole school activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Executive Headteacher, or leadership team member to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION
Class Teacher

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Will have had some experience of teaching in a multicultural inner-city environment through trainee placements	✓	
Professional Knowledge and Understanding		
Must have knowledge of the National Curriculum for all the subjects for both KS1 and KS2	✓	
A sound knowledge and understanding of the EYFS Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Must understand the contribution of EAL work across all key stages and what constitutes good practice and support for bilingual learners		✓
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans and from September 2014, Education Health and Care Plans for pupils with SEN	✓	
Professional Skills and Abilities		
Must be able to respect and promote the catholic ethos of the school	✓	
Demonstrate an understanding, awareness and empathy for the needs of the pupils at St. Joseph's school and how these could be met.	✓	
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance both learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and success criteria	✓	
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	



Personal Qualities		
Must be willing and enjoy engaging parents and carers in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Excellent written and verbal communication skills (which will be assessed at all stages of the process)	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	