



Class Teacher Job Description

To carry out the duties of a teacher specified in the School Teachers' Pay and conditions Document

The post carries the following duties:

- **A teaching commitment**

Terms of Appointment

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The appointment is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Reform Act 1988, other current educational and employment legislation and the school's articles of Government. In carrying out their duties, the teacher shall consult where appropriate with the Governing Board, Diocese, Emmaus Catholic Academy Trust, staff of the school, parents of its pupils and the parish served.

The teacher should endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and subject there to the direction of the Headteacher.

General Duties

Ensure the education and welfare of classes and achievement groups of children in accordance with the requirements of *Condition of Employment of School Teachers* and *Teachers' Standards*. Have due regard for the requirements of the National Curriculum, the school's vision, values, curriculum and schemes of work, and any policies of the governing body. Share the corporate responsibility for the security and discipline of all children and have regard to safeguarding and child protection matters and take prompt action to address any concerns, reporting to and involving the Designated Safeguarding Leader.

Professional Duties

Teaching:

In each case having regard to the Teachers' Standards and the curriculum for the school:

- Planning and preparing lessons
- Teaching according to children's educational needs
- Marking and feedback
- Demonstrate good subject and curriculum knowledge
- Assessing and recording the development, progress and attainment of pupils
- Adapting lesson plans in the light of these assessments in accordance with Assessment for Learning principles and the school's assessment policies and procedures so that each pupil's educational needs are met
- Take responsibility for the pastoral care of pupils in your class
- To monitor the standards of behaviour and achievement within the class
- To deploy support staff effectively to support teaching and learning



Assessments and reports:

- To monitor the progress of all children in the class and ensure appropriate action is taken where issues are identified
- Collect and interpret assessment data for the children in their class
- To set appropriate targets for all children based upon the data available
- Liaise with teaching assistants and outside agencies
- Undertaking regular assessment of pupils' work and ensuring that this information is entered into school tracking systems by agreed set dates and informs future lessons, having regard to the needs of each pupil and in accordance with the school's policies and practices
- Preparing for and attending termly Pupil Progress Meetings
- Preparing for formal meetings with parents and providing termly updates of progress and achievement across the curriculum

Standards and Quality Assurance

- Support the aims and ethos of the school
- To ensure the daily practice of the Catholic Faith by each child by the provision of appropriate learning situations and personal example
- Attend and participate in parent evenings
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Participate in Continuing Professional Development
- Communicate and consult with parents

Other duties and responsibilities

- Make a positive contribution to the wider life and ethos of the school