



ST. DUNSTAN'S

Class Teacher Job Description
St Dunstan's Catholic Primary School

'Catholic schools are ambitious for high achievement and high standards across the school. Success is often described in terms of academic outcomes, though schools themselves recognise and award pupil achievement in many ways. High achievement is for everyone. It is inclusive of all abilities and in line with the school's hopes for every child. So it is right that every Catholic school, reflects well on what it hopes for, reflects on how the learning experience offered in the school contributes to full human growth for everyone, so that the young are clearly on the road to become the people God intends.'

Taken from 'The Distinctive Nature of the Catholic School'

Pay Grade: Teacher Main Scale (Fringe) (including Teachers on the UPS)

Accountable to: Deputy Headteacher

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. All staff must ensure that they are aware of these procedures.

In fulfilling the requirements of the post, the Class Teacher will demonstrate strong professional attributes, and in particular will:

- support and promote the Catholic vision of the school and the school's Mission Statement
- have high expectations of self and others

1. Job Purpose

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher
- To sustain through example, the moral and religious beliefs of the Catholic faith in a secure, caring and happy environment, thus fostering the distinctive nature of our Catholic school.

2. Main duties and responsibilities of a class teacher:

Teaching, learning and class management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

1. Having a secure up to date knowledge of the National Curriculum, other statutory guidance and

non-statutory guidance in subjects to be taught;

2. Carefully considering planning, using the school's curriculum, to set learning which challenges **all** pupils;
3. Identifying Special Educational Need and liaising with the SENDCo to ensure these children are well catered for, in line with school policies and procedures;
4. Providing clear structures for lessons and use a variety of teaching strategies to maintain pace, motivation and challenge, for example:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary,
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
5. Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
6. Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
7. Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area;
8. Ensuring the effective and efficient deployment of classroom support;
9. Planning effectively for home learning opportunities in line with the home learning policy;
10. Evaluating own teaching critically to improve effectiveness;
11. Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and home learning;
12. Encourage pupils to think and talk about their learning, develop self-regulation and independence, concentrate and persevere and listen attentively.

Monitoring, Assessment, Recording, Reporting

1. Make effective use of different strategies in line with school policies and procedures to assess how well learning objectives have been achieved and use information to improve specific aspects of teaching and plan for next steps;
2. Undertake assessment of pupils as requested by school procedures;
3. Understand how national and school data can be used to monitor pupil progress and attainment both at class, year group and whole school level;
4. Prepare and present informative written reports for parents.

3. General responsibilities for a class teacher:

These are outline in the current School Teacher Pay and Conditions Document.

- Contribute to the overall Catholic ethos and work aims of the School

- Prepared to support positive and constructive partnerships with parents, the Parish and the community
- Be committed to continuing professional development and other learning activities and Performance and Professional Development as required
- Adhere to the school's code of conduct for staff;
- Operate at all times within the stated policies and practices of the school;
- Establish effective and positive working relationships with colleagues and set a good example through presentation of self and personal and professional conduct;
- Be familiar with the school's current systems and structures as outlined in policy documents including the teachers' handbook, Health and Safety and Child Protection policies;
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post;
- Take part in marketing and liaison activities such as Introductory Talks for Parents, Parent Teacher Evening, some FOSD events and events with other schools;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Be willing to lead extra-curriculum activities and attend residential visits;
- Be prepared to be flexible and to undertake any reasonable role within the school as requested by the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

- in line with the school's values, be kind and thoughtful of others
- be able to demonstrate an understanding of safeguarding in schools
- be a qualified teacher
- be hard working, committed and lead by example
- have good communication skills with both adults and children
- have a high standard of spoken and written English and of numeracy
- have a high standard of numeracy
- be ICT competent
- have the ability to work co-operatively as a member of a team
- show understanding of curriculum development
- show ability lead the development of a subject across the school (not applicable to ECTs)

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.