



St Thomas of Canterbury

Catholic Primary School

Job Description for: CLASS TEACHER

Job title:	Class Teacher
Salary Scale:	Main Scale
Employer:	The School Governing Body
Responsible to:	Phase Leaders/Head Teacher

Class Teacher Responsibilities:

The class teacher is responsible for the education and welfare of the children in accordance with the requirements of Conditions of Employment of School Teachers. The class teacher will also share in the corporate responsibility for the well-being and discipline of all pupils at St Thomas of Canterbury Catholic Primary School.

The purpose of this teaching role is to provide high quality teaching, effective assessment and imaginative lesson planning/ use of resources, thereby motivating children and leading to a good standard of learning and achievement for all.

Specific Responsibilities:

In accordance with the school's policies and under the direction of the Head Teacher. This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

General duties:

The education and welfare of pupils in accordance with the requirements of the Conditions of Employment of School Teachers, having due regards to the requirements of the National Curriculum the school's aims, objectives and scheme of work, and policies of the Governing Body.

- To teach a class at any key stage in the school.
- To accept and teach the values and practice of the Catholic Christian faith in ways appropriate to the understandings of the children and in accordance with school policy
- To be a committed and active member of the staff team and school community.
- To mark work in accordance with school policy; outside of teaching time.
- To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans.
- To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.

- To maintain effective records of pupil progress of your assigned class, including groups and individual pupils, teacher assessment and any other agreed system.
- To have high expectations of children and young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care.
- To be committed to the maintenance of high standards and quality of education throughout the school.
- To follow the agreed school procedure for the display and presentation of pupils' work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display.
- To meet and inform parents of their children's progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school, including an annual written report.
- To become a member of a phase group team as part of the planned programme of professional development meetings.
- To promote the vision, aims and values of the school and to contribute to their development.
- To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policy making.
- To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Headteacher from time to time.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers Pay and Conditions

SPECIAL CONDITIONS OF SERVICE

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the attached guidance.*

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve