



Job Description

KS1/KS2 Class Teacher

Core Purpose

- To ensure high quality education for all pupils as instructed and improve the quality of learning and standards of achievement.
- To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

The following details are a summary of the major tasks expected of the class teacher as set out in the School Teacher's Pay and Conditions Document, and also in school policy documents. This job description will be also be used as part of Performance Management discussions to set personal targets in line with the School Development Plan.

Reporting to – The Headteacher

Key Tasks

Knowledge and Understanding

1. Understand the structure and balance of the School Curriculum, RE and other associated areas such as Literacy and Numeracy, and PSHCE.
2. Have detailed knowledge and understanding of the Programmes of Study with particular emphasis on the core subjects.
3. Are familiar with the identification and assessment of individual educational needs and implement and keep records where appropriate.
4. Broadly understand the requirements and progression for children through the primary phase including Key Stages other than where you are teaching; from Foundation Stage to KS1 to KS2 with links to KS3.
5. Use recent monitoring and inspection evidence as well as personal reflection/training to develop good quality teaching.
6. Be familiar with health and safety issues, including subject specific activities and preparing relevant Risk Assessments to be presented to the Head teacher for signing 24 hours before the activity occurs.
7. Have an excellent working knowledge of the Safeguarding policy and procedures.

Planning, Teaching and Class Management

1. Plan teaching to achieve progression in pupils' learning through:
 - Identifying clear learning objectives specifying how they will be taught and assessed and ensuring the best use of teaching time.
 - Setting tasks for the whole class, groups and individuals which challenge pupils appropriately.
 - Using a variety of teaching strategies and ensure high levels of pupil interest.
 - Setting appropriate and demanding expectations.
 - Implementing differentiation strategies for pupils who :
 - have individual educational needs
 - are very able
 - are not yet fully fluent in English
2. Provide clear structure for lessons, maintaining pace and challenge.
3. Make effective use of assessment information including tracking children in the Core Subjects.
4. Plan opportunities to contribute to pupils' personal spiritual, moral, social and cultural development.
5. Set high expectations for pupils' behaviour.
6. Establish a safe, clean and tidy, supportive and stimulating learning environment.
7. Use a range of teaching methods to sustain the momentum of pupils' work and engage all pupils.
8. Ensure that relevant, meaningful and differentiated homework is set in accordance with the homework timetable and policy. Homework should be recorded in a separate book and collected in and marked on a weekly basis. Children should be monitored recording homework set in their diaries and form teachers should collect the diaries in and sign them on a Monday morning.

Monitoring, Assessment, Recording, Reporting and Accountability

1. Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching and to inform planning. Non contact time should be used effectively in order to ensure that monitoring and assessment records are up to date.
2. Mark and monitor work regularly providing constructive feedback and set targets for pupils' progress. Ensure that all books are available for book trawls upon request by the Head teacher.
3. Assess and record each pupil's progress systematically in accordance with school policy, and use records to:
 - Check that pupils have understood and completed work set.
 - Monitor strengths and weaknesses.
 - Inform planning.
 - Ensure that children continue to make demonstrable progress.
4. Write reports as required by school policy.

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Other Professional Requirements

1. Establish effective working relationships with professional colleagues. Any grievances should in the first place be discussed with the Head teacher.
2. Set a good example to the pupils through your presentation, personal and professional conduct. Adhere to the dress code found in the staff handbook.
3. Take responsibility for your own professional development, including knowledge of school policies and procedures.
4. Liaise effectively with parents and carers and other agencies. This includes full attendance at scheduled parents' evenings which occur twice yearly.
5. Be aware of the role and purpose of the school Governing body and of the Trustees.
6. Work at all times to promote and preserve the ethos of this Catholic Christian Brothers School.
7. Maintain the highest level of confidentiality and discretion relating to school matters ensuring that all these matters are discussed in an appropriate place.
8. To take part in extra-curricular activities
9. To attend evening events e.g. Christmas Carol Service, Prize Giving and Open Evening
10. Be prepared to undertake Basic First Aid Training and to administer First Aid during the school day as required in accordance with the timetable to ensure that no class is left unattended.
11. To ensure that all educational visits for which you are responsible are risk assessed well in advance of the trip taking place, staff to pupil ratios are correct and all relevant medication is taken.
12. To be ready to receive children from the playground at the bell.
13. To attend weekly staff meetings.
14. Ability to maintain a positive outlook on all aspects of work
15. To undertake other duties as the Head teacher may reasonably direct.

Full Name: _____

Signed: _____ Date: _____

Signed: _____ Mrs S D Hutchinson, Headteacher

Date: _____