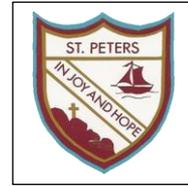


# St Peter's Catholic Primary School

## Job Description



### School mission

In Joy we live together, in Hope we build for the future

### Employment details

Job title:	Classteacher
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### Main duties/responsibilities

General duties
Undertake duties as required in the 'Teachers' Standards'.
Maintain and contribute to the ethos of the school.
Contribute to the school's process of self-evaluation and development.
Be familiar with the school's systems, structures, policies and procedures.
Actively support school activities where required, including attending educational trips, extra-curricular activities and parents' evenings, which may require some out-of-hours availability.
Recognise Health and Safety is a responsibility of every employee, to take care of self and others and to comply with the schools Health and Safety Policy and any specific procedures and rules that apply to this role.
Teaching
Plan to deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
Plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
Plan a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.
Adapt teaching styles to suit all pupils and provide a supportive learning environment.
Differentiate resources and equipment so lessons can be accessed by all pupils.
Teach, according to the educational needs of the pupils assigned to him/her in the allocated class/group.
Identify clear teaching objectives and learning outcomes with appropriate challenge and high expectations.

Organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
Have the highest expectation of every child, believing that every learner has an unlimited potential for development.
Plan and resource the classroom as appropriate to encourage the development of all aspects of children's learning. In particular to encourage children towards the independent use of resources and involvement in their learning.
To set all children high standards in the content and presentation of their work by the quality of displays and the working environment.
Self-evaluate their teaching to improve effectiveness.
<b>Pupil support</b>
Carry out other duties that support pupils' learning while operating in accordance with the school's policies and procedures.
Work as part of a team to evaluate and develop pupils' learning needs.
Maintain discipline in accordance with the rules and disciplinary systems of the school.
Encourage pupils to develop and use their creativity and initiative, gain increased independence and undertake new responsibilities.
Being familiar with the 'Special Educational Needs and Disability Code of Practice: 0 to 25 years', and support pupils with SEND appropriately.
Understand the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
Promote equal opportunities within the school and to seek to ensure the implementation of the schools equal opportunities policy.
<b>Monitoring and reporting</b>
Maintain a regular system of monitoring, assessment, record keeping and reporting of children's progress (in line with school policies).
Systematically assess and record pupils' academic progress and other areas of their progress, and use the results to inform lesson-planning decisions.
Monitor pupils' classwork and homework, providing feedback and setting informed targets.
Deliver relevant national assessments in line with the relevant frameworks.
Report on individual pupils' progress to the headteacher and parents, as required.

### Training

Keep up-to-date with, and remain knowledgeable about, the requirements of the curriculum and national guidelines.

Take shared responsibility for your own CPD by participating in a range of professional development opportunities, e.g. staff training, staff meetings, INSET days, LA and other external training.

### Communication

Liaise with SLT and the curriculum lead to ensure teaching is delivered in line with school expectations and goals.

Work with the SENCO to ensure pupils with SEND are appropriately supported.

Work with the DSL and their deputies to ensure safeguarding is promoted.

Work with the designated teacher for CLA to support CLA and previously CLA.

Work in partnership with parents in providing a quality education experience for all children.

Liaise with outside agencies when appropriate, e.g. Educational Psychologist

### Additional Responsibilities

Contribute to the development and co-ordination of a particular area of the curriculum

Accept reasonable additional responsibilities which may include organising and supervising extra-curricular clubs.

Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.