**ST CUTHBERT’S RC PRIMARY SCHOOL, SEAHAM**

**JOB DESCRIPTION – CLASS TEACHER**

**General Duties**

You are required to carry out the professional duties of a School Teacher, taking responsibility for the educational welfare of pupils aged 4-11 in accordance with the requirements of Conditions and Employment of School Teachers. These may be summarised as:

* Having regard to the requirements of the National Curriculum; the school’s aims, objectives, schemes of work and policies of the Governing Body.
* Having the corporate responsibility for the well-being and discipline of all pupils.
* Performing, in accordance with any directions which may reasonably be given to you by the Headteacher from time to time, such particular duties as may be reasonably assigned to you.
* Subject to the immediate supervision and direction of the Headteacher of the school.

**Key Tasks of the Post of Teacher**

**Teaching:**

**Set high expectations which inspire, motivate and challenge pupils**

* establish a safe and stimulating environment for pupils, rooted in the catholic ethos and mutual respect
* set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
* demonstrate consistently the positive attitudes, values and behaviour

**Promote good progress and outcomes by pupils**

* be accountable for pupils’ attainment, progress and outcomes
* be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these
* guide pupils to reflect on the progress they have made and their emerging needs
* demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
* encourage pupils to take a responsible and conscientious attitude to their own work and study.

**Demonstrate good subject and curriculum knowledge**

* have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings
* demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
* demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
* if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies

**Plan and teach well-structured lessons**

* impart knowledge and develop understanding through effective use of lesson time
* promote a love of learning and children’s intellectual curiosity
* set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
* reflect systematically on the effectiveness of lessons and approaches to teaching
* contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

**Adapt teaching to respond to the strengths and needs of all pupils**

* know when and how to scaffold and challenge appropriately, using approaches which enable pupils to be taught effectively
* have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these
* demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development
* have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

**Subject Coordinator:**

In consultation with the Headteacher and colleagues:

1. To advise the Headteacher and colleagues on the implementation of the National Curriculum requirements for a National Curriculum subjectand associated requirements within the Foundation Stage Curriculum.
2. To seek to ensure the effective use of the school’s equipment resources and facilities for the teaching of *a* subject.
3. To teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Headteacher.
4. Key Tasks
   1. To monitor the implementation of the National Curriculum requirements for a subjectand to promote high standards of teaching within the subject
   2. To work with colleagues and advisory teachers within Bishop Chadwick Catholic Education Trust and County Durham to develop and improve a subject area
   3. To provide support to colleagues in the teaching of a subject. To co-ordinate, plan and lead training relevant to this and to participate in meetings designed to integrate the work of the subject co-ordinator into the management of the school as a whole
   4. To co-ordinate the requisition, storage, maintenance and deployment of resources and equipment needed
   5. To assist the Headteacher in the preparation of reports relating to the teaching of a subject
   6. To contribute examples of displays and maintain a portfolio of work, which reflects the standards of attainment in the school
   7. To draw up/review, in consultation with colleagues and the Headteacher, the Policy and Guidelines for ~~a~~ subject within the school
   8. To contribute to relevant sections of the SEF

**Other activities:**

* Promoting the general progress and well-being of the pupils assigned to you
* Maintaining up to date records and reports on pupils
* Communicating and consulting with parents
* Communicating and co-operating with outside agencies
* Participating in meetings arranged for any of the purposes described above

**Assessment and reporting:**

* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

**Performance Management:**

* Participating in arrangements within an agreed framework for the appraisal of your performance

**Review, induction, further training and development:**

* Reviewing from time to time your methods of teaching and programmes of work
* Participating in arrangements for your further training and professional development to meet needs identified in appraisal objectives or in appraisal statements

**Educational methods:**

* Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

**Discipline, health and safety:**

* Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and on school activities elsewhere

**Staff meetings and INSET:**

* Participating in meetings which relate to the curriculum for the school, the administration or organisation of the school, including pastoral arrangements

**Management:**

* Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

**Administration:**

* Participating in administrative and organisational tasks related to such duties as described above, including the direction or supervision of support staff.
* Attending assemblies and liturgical prayer and leading on occasions
* Registering the attendance of pupils and supervising pupils

**Working time:**

* A teacher employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you will be required to teach pupils, in addition to carrying out other duties. The 195 days shall be specified by the employer or, if the employer so directs, by the Headteacher.
* A teacher shall perform such duties for 1,265 hours in any school year, those hours to be allocated reasonably, throughout those days in the school year on which the teacher is required to be available for work.
* A full-time teacher will receive 10% of teaching time as non-contact or PPA time per week.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care of their own and others’ health and safety.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school’s policy on ‘directed time’ and with regard to the need to work such additional hours as may be required in order to discharge effectively a teacher’s professional duties.

The above lists are not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

This job profile will be the subject of regular review and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.