

St. Aidan's Catholic Primary School

Adswold Road, Huyton, Merseyside. L36 7XR

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Headteacher: Miss Kathryn Fitzsimmons



St Aidan's Catholic Primary School Class Teacher

JOB DESCRIPTION

Description of Post: The statutory conditions of the post are as laid down in the current School Teachers' Pay and Conditions Document and Department for Education Teachers' Standards. The following details summarise the major tasks expected of the Post Holder working in St Aidan's Catholic Primary School and should be read in conjunction with the Person Specification.

CLASS TEACHER:

Main Purpose of the Job:

- To fulfil the requirements set out in the Teachers' Pay and Conditions documents
- To make contributions to the development of the school in the following areas:
 - as a committed and effective classroom practitioner
 - to be an enthusiastic, able teacher with proven outstanding practice
 - as a contributor to the whole staff team
 - as a creator of good and effective relationships throughout the school and the wider community thereby, supporting the schools' established Catholic ethos.

Specific Responsibilities:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

Duties:

The Class Teacher will:

- implement agreed school policies and guidelines;
- positively support initiatives decided by the Head Teacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Subject Specific Role (To be confirmed once appointment has been made)

The Subject Leader will ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school.

Duties:

The Subject Leader will:

- lead the development of a cohesive and effective long-term plan in your subject;
- ensure that medium-term planning meets all National Curriculum requirements;
- review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Senior Management Team;
- support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate;
- lead by example, through good classroom practice;
- disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;
- contribute action-planning in the subject for the School Development Plan;
- maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses;
- be responsible for the budget allocated to the subject area, and prioritise resource needs as indicated in the School Development Plan.

GENERAL RESPONSIBILITIES

- Teaching across EYFS, Key Stages 1 and 2.
- To follow Catholic teaching within the Catholic doctrine of the School.

PROFESSIONAL RESPONSIBILITIES

- To take responsibility for one’s own professional development and that of colleagues within the context of school and individual priorities as identified through the School Development Plan priorities and issues raised through Performance Management

This job description is not necessarily a comprehensive definition of the post. It will be subject to review and may be modified after consultation with the post holder.

Signed:
Line Manager Signature

Date:

Signed:
Employees Signature

Date: