

JOB DESCRIPTION

Job Title
Class Teacher
Line Manager
Headteacher/Executive Headteacher
Base Location
School Based
Purpose of Role and Key Accountabilities
<p>Teach</p> <ul style="list-style-type: none"> • Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you: <ul style="list-style-type: none"> o plan and prepare courses and lessons. o teach, according to their educational needs, the pupils assigned to you. o set and mark work to be carried out by the pupil in the Academy and elsewhere. o assess, record and report on the development, progress and attainment of pupils. <p>Other activities</p> <ul style="list-style-type: none"> • Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you. • Provide guidance and advice to pupils on educational and social matters and, where appropriate, about sources of more expert advice on specific questions; make relevant records and reports. • Make records of and reports on the personal and social needs of pupils. • Communicate and consult with the parents of pupils. • Communicate and co-operate with persons or bodies outside the school; and • Participate in meetings arranged for any of the purposes described above.

Assessments and reports

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal or review of performance

- Participate in arrangements made in accordance with the current Regulations for the appraisal or review of your performance and that of other teachers.

Review, induction, further train and development

- Review from time to time your methods of teaching and programmes of work.
- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

Educational methods

- Advise and co-operate 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

- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere.

Staff meetings

- Participate in meetings at the academy which relate to the curriculum or the administration or organisation of the academy, including pastoral arrangements.

External Testing

- Where appropriate participate in arrangements for preparing pupils for external testing,

assess pupils for the purposes of such tests and record and report such assessments.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above; and attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after academy sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Knowledge and Experience

- Qualified Teacher Status.
- A proven track record of recent and successful class teaching in mixed ability classes of primary age.
- Successful experience of teaching the primary curriculum.
- Good understanding of current theory and best practice in teaching and learning, particularly as it relates to achieving high rates of progress of children of primary age.
- Good subject knowledge of core National Curriculum.
- Good understanding of child development and progression and how this impact on planning.
- Understanding of effective strategies for managing behaviour within the classroom and in accordance with the school's policy.
- An understanding of equal opportunity issues and how they can be addressed in schools.
- Excellent written and oral communication skills

Skills and Abilities

- To demonstrate the skills of a good teacher, including the ability to:
 - o Interest, encourage and engage pupils.
 - o Provide appropriate levels of challenge, so that all pupils make good progress.
 - o Use methods and resources that enable all pupils to learn effectively.
 - o Use assessment information effectively to plan next steps in children's learning.
 - o Make effective use of time.

- o Secure high standards of behaviours for learning.
- o Make effective use of teaching assistants and other support staff.
- o Enable pupils to acquire new knowledge and skills.
- o Enable pupils to develop the skills to work independently and collaboratively.
- o Enable pupils to develop self-esteem and respect for others.
- o Create a well organised, stimulating learning environment.
- Ability to make a significant contribution to a school ethos that promotes high achievements.
- A commitment to raising achievement.
- The ability to work as part of a team in planning and implementing the curriculum.
- The ability to work within the framework of national and whole school policies to ensure consistency of practice.
- The ability to relate to and communicate effectively with parents and carers and to encourage their participation as partners in their child's learning.
- A commitment to further your own professional development and to the Headteacher of continuous improvement.
- Ability to be well organised, working under pressure whilst maintaining a positive approach to your work and relationships with others.
- A high degree of organisational skills, decision making and use of initiative.
- Ability to oversee the pastoral welfare of children across the academy and to promote good behaviour, dispositions and attitudes towards learning.
- Commitment to the Trust's Equal Opportunities Policy and acceptance of responsibility for its practical implications.
- Application of Health and Safety practice.
- The willingness to commit fully to the whole staff team and the academy's aims and expectations.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Other

- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.