



In God we love, laugh, and learn.

St. Mary's & St. Peter's Catholic Primary School.

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Headteacher: Mrs. M. Khambhaita
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Mission Statement

" I have come so that they may have life and have it to the full" John 10:10.

At St. Mary's and St. Peter's Catholic Primary School God is at the centre of everything that we do. We look after everyone and celebrate how special we all are. Together we encourage children to be anything that they dream to be. Our school is full of different people who follow God's path fairly, lovingly and put the needs of others first.

Job Description Class Teacher

RATIONALE:

This job description is provided to assist you in understanding and appreciating the valuable role that you play in our school and the work content of your post.

CONDITIONS OF SERVICE:

At St Mary's and St Peter's Catholic Primary, the Governors are your employers and as post-holder you are required to carry out your professional duties as a teacher as set out in the current **Statutory Teachers Pay and Conditions of Service**, and also such particular duties which the Headteacher may reasonably direct from time to time.

In addition to what is set out in the current School Teachers' Pay and Condition document the governors would like to emphasise that as a member of St Mary's and St Peter's Catholic Primary School you would be expected to uphold, support and promote the Catholic faith, ethos and aims of the school.

This document must be read in conjunction with the current **Framework of Professional Standards for teachers**, post-threshold teachers and other categories of teachers, which apply to your post.

PRIME OBJECTIVES:

To teach children, in this Catholic Primary School, within the 4 - 11 school age range and to carry out such other associated duties as are reasonably assigned by the Headteacher.

The details set out below outline the main and particular duties and responsibilities that relate to your post. These details below develop the general actions and expectations outlined in the **above documentation**; however, a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time, which should be spent undertaking the different tasks and no part of it can be so construed. The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role that they are to play in the school. However the following points should be noted that STPCD requires all teachers to be involved in:

- 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;
- taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- co-ordinating or managing the work of other staff e.g. teaching assistants that are attached to the class/year group or to a child within the class.

PRINCIPAL RESPONSIBILITIES:

- To teach children within the 4 – 11 years school age range in the role of a class teacher
- To work within the curriculum policies of the school, with due regard to the requirements of the Early Years Foundation Stage Curriculum and the National Curriculum.
- To be responsible to the Headteacher through the school management teams.
- To maintain good classroom practice including the control and use of teaching materials/resources/books relating to class and/or curriculum responsibilities.
- To be responsible with other staff, for the pastoral care, discipline and guidance of pupils.
- To set and achieve the highest possible standards for each child.
- To record and monitor pupils achievements – to maintain satisfactory records in accordance with statutory requirements.
- To identify, along with other staff, children with Special Educational Needs and to inform the SENDCO.
- To report to parents as required and to consult with parents regarding the educational needs and progress of their children.
- To supervise the work of support staff as required and to supervise students when necessary.
- To participate in any appraisal arrangements with regard to local and national guidelines/requirements.
- To share the planning of Key-Stage and Class assemblies in consultation with the Headteacher and other staff, to lead collective worship on agreed occasions, and to participate in other assemblies as and when required.
- To contribute to and attend Open Evenings, Parents Consultation Evenings and meetings organised for giving information to Parents/Governors.

ADDITIONAL RESPONSIBILITIES:

- To be involved in, and contribute to, curriculum responsibilities within the school.
- To be responsible for the learning environment in areas of the school as designated by the Headteacher – this will include contributing to displays on agreed themes.
- To attend staff meetings/planning sessions and INSET.
- To contribute to discussions as a member of the school team.

RESPONSIBILITIES AS CO-ORDINATOR FOR A SUBJECT THROUGHOUT THE SCHOOL

NB: This section is not applicable to NQTs for the induction period

- To be responsible for facilitating the periodic review of school policy stating overall aims for your area of responsibility.
- To be responsible for the periodic review of the scheme of work for your area of responsibility for use by colleagues when planning for their own year group/class.
- To identify opportunities for subject links.
- To set a high standard of classroom practice.
- To meet with Key-Stages/Year groups to advise and support with planning.
- To advise and support individual teachers in their planning, offering suggestions about appropriate classroom activities to ensure equality of learning.
- To support class teachers and the key person for assessment in planning assessment opportunities within the subject.
- To assist with the diagnosis of individual pupils' needs and developing differentiated materials and approaches, liaising with the SENCO.
- To identify resource needs and inform SLT of these.
- To manage a small budget ordering and allocating resources appropriately; maintaining and updating high quality resources for the teaching of the subject.
- To keep the Headteacher informed about the development of the subject throughout the school and identify priorities for the School Improvement Plan, and formulate an action plan for the subject on an annual basis.
- To plan with SLT for an allocation of time to work alongside colleagues where possible.
- To meet with subject co-ordinators in the same phase and across phases to plan and review the curriculum.
- To moderate assessments both within and across phase.

RANGE OF DUTIES:

- All the duties of a class teacher, including planning and monitoring of work carried out; playtime supervision; reporting to parents (including attendance at consultation evenings); the organisation of the work of non-teaching staff in your classroom.
- To liaise with other staff members in devising programmes of study for the children in the class/unit.
- To assist in leading regular assemblies.
- To contribute towards the structuring of programmes of study for children with Special Educational Needs as and when necessary.
- Any other duties as directed by the Headteacher.