



**Saint Edmund's and Saint Thomas' Catholic Primary School, Waterloo**  
**Job Description: Class Teacher**

**POST :** Teacher Primary  
**SCHOOL:** Saint Edmund's and Saint Thomas' Catholic Primary  
**PAY RANGE:** MPS/UPS  
**JOB PURPOSE:**

To carry out the professional duties of a teacher as circumstances may require in accordance with school policies and under the direction of the Headteacher

**Professional Values and Practice**

To teach pupils to achieve progress through:

- having high expectations of all pupils and a commitment to raising their educational achievement
- treating all pupils consistently, with respect and consideration with a concern for their development as learners
- demonstrating and promoting positive values, attitudes and behaviour
- communicating sensitively and effectively with parents and carers
- contributing to and share responsibility in the life of the school
- understanding the contribution made by support staff and other professionals
- improving their own teaching through evaluation, learning from effective practice and from using evidence, being motivated and taking responsibility for their own professional development.
- participating in training procedures, including INSET and working collaboratively with colleagues to raise standards by sharing effective practice in the school
- participating in meetings which relate to the curriculum, organisation or administration of the school
- working within the current statutory frameworks relating to teachers' responsibilities and conditions of employment (STPCD School Standards and Framework Act 1988) and the Teacher Standards 2012

**Teaching and class management**

To teach pupils to achieve progress through:

- setting high expectations for pupils' behaviour, promoting self-control and independence, establishing a clear framework for classroom discipline; to anticipate and manage pupils' behaviour constructively in line with the behaviour policy
- teaching the required knowledge, understanding and skills relevant to the curriculum
- teaching clearly structured lessons or schemes of work which interest and motivate pupils
- making learning objectives and success criteria clear to pupils
- employing interactive teaching methods and promoting collaborative group work
- promoting active and independent learning that enables pupils to think for themselves and plan and manage their own learning
- planning effectively to meet the needs of pupils in their classes with special educational needs, with or without statements, and in consultation with the SENCO contributing to the preparation, implementation, monitoring and review of provision maps or the equivalent.
- differentiating their teaching to meet the needs of all pupils
- organising and managing teaching and learning time effectively
- taking responsibility for the safety of their pupils both in school and when engaged in authorised activities elsewhere by:
  - managing space, tools, materials and other resources safely
  - actively supervising children during learning and transition activities (changing for PE, entering and leaving classrooms, in corridors etc)
- making effective use of the school's ICT resources to support teaching and learning
- providing homework and other work which consolidates and extends work carried out in class and encourages pupils to learn independently

- managing the work of support staff to ensure the maximum learning opportunities for pupils, sharing planning and ensuring that resources are available in advance to ensure effective adaptations are made
- challenging bullying in accordance with school policy and encouraging equal opportunities for all children
- ensuring that those children who are vulnerable to underachievement or have SEN are well provided for

### **Knowledge and Understanding**

To teach pupils to achieve progress through:

- having secure knowledge and understanding of the national curriculum
- understanding how pupils' learning is affected by their physical, intellectual, linguistic, social and cultural development
- understanding their responsibilities under the SEN Code of Practice
- having secure knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment
- using ICT effectively
- managing an area of the curriculum and/or an aspect of school life

### **Planning, Expectations and Targets**

To teach pupils to achieve progress through:

- following the procedures for long, medium and short term planning
- setting challenging teaching and learning targets based on knowledge of:
  - pupils and their past and current achievements
  - expected standards for the age range
  - range and content of work relevant to pupils in that age range
- using learning objectives to plan lessons and sequences of lessons, showing how they assess pupils' learning
- planning opportunities for children to learn outside the classroom - educational visits etc

### **Monitoring and Assessment**

To teach pupils to achieve progress through:

- making appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives and using this information to reflect on, evaluate and improve their own performance
- giving effective feedback to support pupils as they learn
- involving pupils in evaluating and improving their own performance
- using the school's assessment procedures to analyse outcomes and inform planning to ensure good progress for all
- identifying and supporting more able pupils, those working below expectations and those experiencing behavioural, social or emotional difficulties
- reporting on pupils' attainment and progress orally and in writing, concisely, informatively and accurately for parents, carers, other professionals
- writing an annual report for each child in their care in accordance with school procedures

### **Health and Safety** Teachers should:

- take reasonable care of their own health and safety and that of pupils and colleagues who may be affected by their actions
- cooperate with the employer in complying with health and safety duties
- not interfere with or misuse anything provided for health and safety purpose

This job description is subject to review and may be amended following discussion and consultation between the Headteacher and member of staff.