



HOLY CROSS CATHOLIC PRIMARY SCHOOL

"On a Learning Journey to Fullness of Life"

JOB DESCRIPTION

Post Title: Class Teacher

Salary: M1 to M6

Reports to: Head of School

INTRODUCTION

This job description is founded on the principles as expressed in our Mission Statement. All teachers are employed by the governing body under the terms and conditions of the Catholic Education Service contract. This job description should also be read alongside the range of duties and responsibilities of teachers set out the most recent Statutory Teachers' Pay and Conditions Document.

Members of staff should at all times work within the framework provided by the school's policy statements to fulfil the general aims of the School Improvement Plan.

JOB PURPOSE

Holy Cross Catholic Primary School seeks to inspire pupils on their journey to fullness of life through:

- Enabling learning
- Nurturing faith
- Developing relationships
- Celebrating achievement

'I have come in order that you might have life – life in all its fullness.'

Gospel

of Saint John (10:10)

To ensure the highest possible standards of education of the pupils for whom the teacher has class/group responsibility – socially, emotionally, physically, intellectually and aesthetically.

To ensure the development of pupils and colleagues through a particular area of responsibility.

To assume continuity of policy and curriculum throughout the school and within specific area responsibility promoting equal opportunities for all.

TASKS AND DUTIES

Mission Statement Implementation

Through developing positive relationships within the school community promoting the spiritual life of the school, especially through prayer and worship in my classroom.

Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.

Setting and supervising work by pupils

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the National Curriculum.

Marking and Recording

To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere having regard to the requirements of the National Curriculum and to inform future planning and ensure differentiation.

Behaviour Management and Relationships

To promote understanding of the school rules and values; to expect an excellent level of behaviour in class and around the school; to ensure discipline and respect for others; to promote understanding of the school's rules and values; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.

Communication with parents

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

Displays and environment

To maintain an attractive and stimulating learning environment and to contribute to displays in the school as a whole.

Overall policy and review

To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.

Reports

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of

individual pupils and groups of pupils, having regard to the requirements of the National Curriculum.

Review

To evaluate and review own teaching methods, materials and schemes of work to make changes as appropriate.

Professional Development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.

Corporate life

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.