



**JOB DESCRIPTION**  
**CLASS TEACHER, INCLUDING ECTS**

**General Responsibilities for a Class Teacher**

The class teacher is an employee of the Governing Body and is required to carry out his/her duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document.

The teacher will work within the framework of national legislation and school, Local Authority and the Westminster Diocese policies and guidelines. These include complying with Health and Safety, Equalities and Safeguarding policies. Please read the accompanying Diocese guidance documents before filling in your application form.

**1. Liaison and cooperation**

The teacher will work in positive and courteous liaison, contact and cooperation with

- other members of the staff team
- members of Local Authority or Westminster Diocese support team
- organisations and networks relevant to primary school teaching and learning
- parents, governors and the local community

**2. Planning**

- Plan and prepare medium and short term plans and individual lessons appropriate to the needs, interests, experience and existing knowledge of the class.

**3. Teaching and learning**

- Provide Quality First and appropriately Differentiated teaching to all pupils in the class.
- Teach the class following agreed plans, school policies and guidelines, including setting work to be completed as homework.
- Teach engaging and appropriate lessons which enable all children to make progress (including the organisation of trips, visitors, class assemblies and workshops).
- Take ownership for ensuring that all pupils in the class make progress, by providing clearly differentiated work for all, including the less able, More Able and the multiple disadvantaged pupils (FSM, PPG, EAL etc.).

**4. Marking, assessment and recording**

- Mark and assess pupils' work and record their development, progress and attainment.
- Prepare children for, administer and organise relevant end of Key Stage assessments.
- Clearly articulate reasons for pupils' learning or progress shortfalls, and evidence work to address these.

**5. Reporting on progress**

- Report on children's progress to parents, other members of staff and, where relevant, outside agencies, including annual written reports and discussing children's progress at parents evenings.

**6. Behaviour and relationships**

- Maintain good order and discipline in the class and show respect for and promote the rights and responsibilities for all in the school community.

**St Monica's Catholic Primary School**  
**43 Hoxton Street, London N1 6QN.**

- Promote understanding of and follow the school's behaviour policy and guidelines.
- Be proactive in promoting the positive behaviour of all the children in the school, including during playground duties.
- Develop positive relationships with pupils, parents and other members of staff.
- Take the lead in the pastoral care of the class, liaising with parents, the head teacher and other members of staff where appropriate.
- Maintain the highest level of professionalism in all interactions with colleagues, parents, governors and other stakeholders.

**7. Learning environment**

- Maintain an attractive, stimulating and safe learning environment in the classroom and contribute to displays in the school as a whole.

**8. Continuing Professional Development**

- Keep up to date with current developments in policy and practice.
- All ECTs are expected to fully participate in the DfE-outlined program for newly-qualified teachers.
- Be proactive in participation in school-based INSET and meetings and externally-provided CPD opportunities.
- Participate in performance management and monitoring activities, following statutory and school policies.
- Seek out and commit to appropriate CPD.

**9. Whole school policies and events**

- Contribute to the development and review of whole school policies and schemes of work.
- Participate in the organisation and running of whole school events.

**10. Review and reflection**

- Be able to review and reflect on your own practice, identifying areas of strength and for development.

**11. School ethos and RE teaching**

- Support the school's ethos and aims as a Catholic School.
- Attend assemblies, collective worship and school church services.
- Teach RE to class, following the school's scheme of work, which includes teaching and learning about Catholicism and other world faiths.

**12. Equality policies**

- Carry out all tasks with due regard to school and Local Authority equalities policies and regulations, ensuring for example that teaching matter and resources reflect this guidance.

**This job description is not prescriptive and the postholder is expected to be proactive and flexibly support the whole-school Aims, Objectives and Vision.**

**This Job Description will be reviewed regularly to take into account changes in legislation and school policies.**