



St John Vianney Catholic Primary School

Job Description - Class Teacher

UKS2 Phase leadership and responsibility for the leadership of a core subject across school

The school was founded by and is part of the Catholic Church. The school is one of the means through which the Church's educative mission is fulfilled and is therefore to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle.

The prime purpose of the Class teacher's role is to work with the headteacher by:

- i) Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge.
- ii) Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith.
- iii) Helping to develop the school as an evangelising, catechetical and educational community.

The general duties and responsibilities of the role are:

- i) To carry out the statutory tasks laid down in the current School Teachers' Pay and Conditions of Service Document, in light of the procedures, policies and guidelines adopted by the governing body.
- ii) To contribute to the Catholic life of the school community, rooted in the Eucharistic community it serves.

As Classroom teacher you should exercise your ministry through the following job description of general and specific educational responsibilities under the immediate directions of the headteacher to whom you will be responsible.

1 Classroom Practice

- i) Establish and maintain effective working relationship with the Senior Manager with whom class planning, teaching and assessing duties are shared.
- ii) Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school.
- iii) Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.
- iv) Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
- v) Assess and record each pupil's progress systematically in line with current school

- procedures and use results to inform planning and teaching.
- vi) Mark and monitor class work and homework, providing constructive feedback and set targets for further progress in line with school policy.
 - vii) Frequently, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate.

2 Other Professional Requirements

- i) Establish and maintain effective working relationships with professional colleagues and parents, acknowledging the need for mutual support.
- ii) Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.
- iii) Take responsibility for your own professional development.
- iv) To make yourself available for the Performance Management Process.
To safeguard self from the destructive dangers of overwork and at all times seek to retain a healthy balance in your professional and personal life.
- v) Have a secure knowledge and understanding of the curriculum.
- vi) Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice.
- vii) Monitor and feedback on all aspects of teaching and learning associated with responsibilities.
- viii) To recognise the implications of Workforce reform and its aim to reduce excess workload.
- ix) To assist the school to manage the period of change that national reforms will enforce, without compromising the aims of that process.
- x) This job description may be amended at any time following consultation between the headteacher and yourself and will be reviewed annually.

Teaching and Learning

- Lead by example as a Teacher and as a manager, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.
- To be responsible to the Head Teacher for coordinating the work of the Key Stage, supporting and advising where appropriate.
- Support subject leaders in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning in KS2, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.
- To work with the SLT to monitor the quality of teaching and learning in mathematics in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.
- To review long term planning in mathematics to ensure coverage, progression and a range of learning experiences across each Key Stage from nursery to Y6.

- To liaise with the Key Stage 1 Leader to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS1 to KS2 and from KS2 to secondary school.
- Ensure planning is effectively carried out and ensure pupils' individual needs are being met ensuring all staff link up with the SENDCo and support all pupils with SEN.
- To monitor the standards of achievement and behaviour within their year group and across school to ensure continuity and progression.
- Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establish clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Set appropriate expectations for staff and pupils in relation to mathematics, standards of pupils' achievements and the quality of teaching.
- Establish clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Supporting all staff to meet Performance Management targets.

Recording and Assessment

- Have input into the target setting process for raising achievement for mathematics and UKS2 School pupils and feedback to the SLT and Head Teacher.
- Monitor progress in mathematics across school and ensure appropriate coordinator action plans are being implemented.
- Monitor mathematics and UKS2 planning to ensure individual needs are being met.

Leadership

- Support the Head Teacher and SLT in providing a clear vision and direction for the development of the school.
- Support the implementation of policy and practise in school.
- Take a leading role in the development of mathematics to be decided with the Head Teacher and SLT.
- Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Assume responsibility for the management of the school in the absence of the Head Teacher and the SLT.
- Attend Leadership Team meetings as required, and report back to staff when necessary.
- Be a strong advocate for change and champion school improvement.
- Take a lead role in school improvement within your remit and deliver improvement to policies, practices and systems effectively.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.

- Establish good relationships, encourage good working practices and support and lead Teachers.
- Plan, organise and chair UKS2 meetings as appropriate in order to ensure school policies and practices are being implemented.
- Liaise with Teaching Assistants timetabled within UKS2 and outside agencies.
- Be a point of call to deal with day to day issues involving children and parents as part of the leadership structure.

People and relationships

- Sustain effective, positive relationships with all staff, pupils, parents and Governors and the local community.
- Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
- Manage innovation and change.
- Work collaboratively.
- Manage and develop effective working relationships with all staff in the school.

Other responsibilities

- When required, lead the professional development of all staff through example, coaching peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new school staff and for trainee teachers as appropriate.
- Support the establishment of priorities for expenditure across the whole phase.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
- Manage the resources for a specific subject area or a whole school aspect.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.