



**St. Margaret Clitherow Catholic Primary School**  
**Key Stage 1 or Year 3 Class Teacher Post**  
**Job Specification**



“To have fun as we learn with God’s help.”

**JOB TITLE**

Class Teacher

**JOB PURPOSE**

Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.

To carry out the general professional duties of a class teacher, under the reasonable direction of the headteacher.

**REPORTS TO**

The headteacher.

**SPECIFIC REPONSIBILITIES**

Ensure that the catholic ethos and vision of the school underpins all elements of practice.

Ensure the Every Child Matters agenda underpins all elements of classroom practice.

To safeguard and promote the welfare of children by strictly adhering to the rigorous child protection policies and procedures set out by the school.

Plan appropriately to meet the needs of all pupils through differentiation of tasks and ensure coverage of the range of subjects required by the National Curriculum as well as the broader curriculum of the school.

Use a variety of teaching styles agreed by the school and prioritise the general progress and well being of the children.

To be able to set clear targets, based on prior attainment, for pupils’ learning.

Structure a broad and balanced timetable encompassing all areas of learning.

Provide a stimulating classroom environment, where all pupils can access resources appropriately.

Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.

Set and mark work for children, according to their different levels of ability and attainment

Report to parents on the development, progress and attainment of pupils.

Provide written reports for parents throughout the school year, to include academic achievement and progress in all subject areas, as well as personal and social qualities and needs.

Communicate and consult with parents of children at planned parents’ meetings and at other times in accordance with directions agreed by the headteacher.

Provide and contribute to oral and written statements, assessments, reports and references relating to individual or groups of children.

Maintain good order, in and out of school, in accordance with the school's behaviour policy.

Participate in meetings, which relate to the school's management, curriculum, administration or organization.

Communicate and co-operate with specialists from outside agencies; be involved with the referral process, provide written statements, assessments and reports when required

Lead, organise and direct support staff within the classroom.

Participate in the development review system for the appraisal of their own performance, or that of other staff.

Maintain the positive ethos and core values of the school, both inside and outside the classroom.

Contribute to constructive team building amongst staff, parents and governors.

Ensure that the current national competencies for teachers are met.

Implement agreed school policies and guidelines.

Support initiatives decided by the headteacher and staff.

Attend assemblies, school masses, and other religious observances and events, and contribute to the preparation of these throughout the school year.

Organise educational visits and activities, which support and enrich the learning of the children and ensure all appropriate risk assessments are completed in line with school policy.

Maintain good order and discipline and safeguard the health and safety of the children, both when they are on the school premises and when engaged in authorised school activities elsewhere.

Advise and co-operate with the headteacher and other teachers in the provision of policy statements.

To coordinate an area of the curriculum.

Register the attendance of children, and supervision of children before, during or after school sessions according to prepared rotas.

Participate in professional development and INSET programmes, both school based and at external training centres.

To be responsible for your own professional development and engage in the monitoring and observation process as laid out by the school.

Mentor, guide and support trainee teachers.

Complete IEP's in line with the code of practice.

Regularly review own practice, sets personal targets and takes responsibility for own personal development

Undertake any other relevant tasks as required by the Headteacher according to the needs of the school

***This Job description is based on the conditions of Employment of school teachers contained in the document "School Teachers Pay and Conditions". It shall be reviewed annually by the school and on the publication of succeeding School Teacher Pay and Conditions Document.***