



Larmerier & Sacred Heart Catholic Primary School

Job Description - Class Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the current School Teachers' Pay and Conditions Document, the Teachers' Standards and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Areas of Responsibility & Key Tasks

a) Planning, Teaching & Class Management

To teach all pupils effectively and plan for their learning by:

- Setting clear and high expectations and communicating these to pupils
- Planning a well-sequenced curriculum so that knowledge and skills are built incrementally
- Identifying clear learning objectives and planning how best to teach and assess pupils
- Providing pupils with an overview of the 'bigger picture' and where specific lessons or activities sit within a sequence of lessons or activities
- Ensuring pupils obtain the building blocks they need to move on to the next step in their learning
- Providing opportunities for regular retrieval practice to ensure concepts are learned and retained
- Using effective questioning as a tool to assess pupils' understanding, to deepen their thinking, and provide opportunities for retrieval
- Adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding, e.g. through scaffolding.
- Providing effective feedback to reinforce learning, address misconceptions as they arise and to move learning on
- Setting tasks, including homework, which challenge pupils and ensure high levels of interest
- Meeting the needs of all pupils, including those identified with Special Educational Needs and/or Disabilities, Pupil Premium, English as an additional language, high attaining pupils or other significant groups
- Making effective use of assessment and ensuring depth of learning is secured over time
- Ensuring pupils acquire and consolidate knowledge, skills and understanding, appropriate to the subject taught
- Planning and leading remote learning provision in line with school expectations (as required)
- Demonstrating own secure subject and curriculum knowledge
- Critically evaluating own teaching practice to improve effectiveness
- Liaising effectively with appropriate teachers who provide classroom cover, e.g. supply cover for course attendance.

b) Monitoring, Assessment, Recording & Reporting

- Assess how well learning objectives are being achieved in relation to expected learning outcomes
- Mark, monitor and provide feedback on pupils' work in line with school policy
- Assess pupils' learning systematically and review progress within lessons and over time
- Use assessment outcomes to inform planning and intervention
- Report summative assessment outcomes termly as part of the school's assessment procedures
- Develop a secure understanding of primary statutory assessments and the related requirements
- Prepare and present informative reports to parents/carers and outside agencies, as appropriate.

c) Other Professional Requirements

- Promote the vision, aims and values of the school and contribute to their development in accordance with the Instrument of Government
- Have a secure working knowledge of Teachers' Standards and legal responsibilities
- Operate at all times within the stated policies and practices of the school. This includes complying with statutory procedures and policies relating to safeguarding, the equalities duty, health and safety, confidentiality and data protection; reporting concerns to school leadership
- Maintain high standards of attendance and punctuality
- Establish effective working relationships and set a good example through high levels of personal and professional conduct
- Direct and supervise support staff, and where appropriate, other teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Be committed to the maintenance of high standards and quality education throughout the school
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and systems necessary to coordinate the management of the school
- Make a positive contribution to the wider life and ethos of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents/carers and Governors
- Take on any additional responsibilities, as appropriate
- To be responsible for a curriculum area, as appropriate.