** St Saviour’s R.C. Primary School **

**Job Description for Class Teacher Primary Phase**

To be responsible for teaching and to carry out the professional duties of a teacher as defined in the Schoolteacher’s Pay and Conditions Document.

To be responsible for the educational development of your class(es), their pastoral care and to deliver the age appropriate curriculum.

**Responsibilities:**

* To plan and review teaching strategies in order to maintain the high standards and quality of learning experiences required by individual pupils and the class as a whole.
* To identify the needs of individual children and groups and plan differentiated and personalised activities and interventions.
* To have a commitment to the children and the quality of their experiences by catering for the range of needs of all the children in the classroom.
* To develop and maintain a high standard of classroom management, providing a stimulating, happy, safe and supportive learning environment.
* To foster positive self-esteem in pupils and hold high expectations of children’s work and behaviour.
* To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which you are teaching.
* To monitor children’s progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents in line with school policies.
* To ensure the SENCo is kept informed about the progress of pupils with SEN.
* To ensure that any concerns relating to Child Protection issues are forwarded to the Designated Teacher for Child Protection.
* To fully participate in initiatives, across the curriculum and Key Stages, to substantially improve the achievement of all pupils in accordance with the School’s Improvement Plan.
* To contribute to your own and your colleagues’ professional development by contributing in a positive manner to the school’s organisational and curriculum development.
* To plan collaboratively with, and contribute positively to, the whole school team to ensure consistency and continuity in the curriculum offered.
* To actively engage in the approved performance management scheme and relevant INSET activities / staff meetings.
* To co-ordinate the work of support staff in the classroom
* To engage in and maintain a dialogue with parents about their children’s development.
* To be prepared to participate in after school activities such as clubs, discos, fundraising events, performance and school social events.
* To form good relationships with parents, colleagues, school governors and governors.
* To fully support the Christian ethos of the school by promoting Christian values, participating and leading in collective worship and ensuring prayers are said at the end of the school day.
* To support the Leadership Team and Governors in creating an effective primary school, carrying out any reasonable requests made by them.
* To carry out all duties with due regard for health and safety at work regulations.

**Person Specification for the post of EYFS/KS1/KS2 Class Teacher**

This specification will be used when shortlisting candidates.

The Governors are seeking to appoint a person who is able to demonstrate the following:

**Experience Relevant to the Post**

• Qualified Teacher Status

• Proven record of excellent teaching experience

**Special Criteria**

• Commitment to the Christian ethos of the school.

**Teaching and Curriculum Expertise**

• Provides and works within a broad, balanced and relevant curriculum, matching the appropriate age phases

• Delivers effective lessons using a range of teaching and learning styles

• Plans and review teaching strategies in order to maintain the high standards and quality of learning experiences required by individual pupils and the class as a whole

• Identifies the needs of individual children and groups, planning differentiated and personalised activities and interventions

• Promotes and maintains a safe, well-organised, happy and stimulating learning environment

• Maintains appropriate records, reports and methods of assessment, analysing data to improve performance, including ICT

• Supports and help colleagues by positive contribution and regular attendance at staff meetings

• Fully participates in initiatives, across the curriculum and Key Stages, to substantially improve the achievement of all pupils

• Attends relevant INSET which has a direct impact on teaching and learning in the classroom

• Co-ordinates the work of support staff in the classroom

• Engages in and maintains a dialogue with parents about their child’s development

• Forms good relationships with parents, colleagues, school governors and the community

**PERSONAL QUALITIES:**

• Good organisational skills

• Excellent time keeper

• Approachable, empathetic and enthusiastic

• Ability to be decisive, consistent and to set priorities

• Effective communicator (both orally and in writing) to a variety of audiences

• Maintaining personal motivation and others morale with the ability to adapt to change in a positive way

• Ability to develop good relationships within a team and ability to be a supportive team player

• Commitment to personal professional development

• Ability to relate well to all involved in school life, showing sensitivity, consideration but also a sense of humour when needed!

**Other Requirements**

• Commitment to promote equal opportunities in line with the council’s and school’s equal opportunity policies

• Commitment to the school’s Mission Statement, promoting the school’s aims positively and enhancing the school’s ethos

• A willingness to work throughout the Primary school

• An understanding of Health and Safety issues

• Commitment to safeguarding and promoting the welfare of all children