



The Federation of St. Edmund's & St. Patrick's R.C. Primary Schools



CLASS TEACHER

JOB DESCRIPTION

GRADE: TEACHER'S PAY RANGE, M1 – M6

CONTRACT: FIXED TERM IN THE FIRST INSTANCE TO 31.08.2025

RESPONSIBLE TO: EXECUTIVE HEADTEACHER

Job Purpose:

The Class Teacher will:

- Teach a class of pupils and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs
- Maintain the positive ethos and core values of our Catholic school, both inside and outside the classroom
- Contribute to team working amongst teaching and support staff, parent and governors
- Ensure that the current national conditions of employment for school teachers are met

Duties:

The Class Teacher will:

- Uphold the Catholic values of our school and put our mission into practice
- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system for the appraisal of their own performance
- Co-ordinate an area(s) of the school curriculum as assigned by the Headteacher
- Contribute to an environment in which all children have access to a broad and balanced curriculum, enabling each individual to reach their God given potential

This job description may be amended by the Executive Headteacher to meet changing school needs at any point in the future.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.