

St Joseph's Catholic Primary School

Lawton Avenue

Carterton

Oxfordshire

OX18 3JY

Tel: 01993 841240/Fax: 01993 844522

www.stjosephsprimarycarterton.co.uk



The
Pope Francis Catholic
Multi Academy Company

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

'Walking hand in hand with Jesus'

Job Description: Class Teacher

Responsible to: Head Teacher and members of the Senior Leadership Team

Job purpose:

- Be responsible for the learning and achievement of all pupils in the class
- At all times, lead by example, demonstrating high personal and professional standards.
- Be clear about the expectations of being a teacher at St Joseph's Primary School, including the protocols as laid out in our staff handbook and Code of Conduct
- Treat pupils with dignity, building respectful relationships and at all times observing proper boundaries appropriate to a teacher's professional position
- Take responsibility for promoting and safeguarding (including health and safety) the welfare of all children and staff in our school
- Work proactively and effectively in collaboration and partnership with parents, other staff governors and external agencies in the best interests of pupils
- Promote Catholic and British values so that our children grow into respectful citizens with a deep spiritual, moral and cultural awareness
- Act within the statutory frameworks which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards

Main duties and responsibilities

Teaching and Learning

- Plan and deliver an engaging curriculum relevant to the age, needs, interests and abilities of the children
- Use children's prior knowledge to plan scaffolded teaching activities, demonstrating knowledge and understanding of how pupils learn
- Be accountable for the achievement (both attainment and progress) and overall outcomes for the children
- Assess the progress of the whole class and each individual, so as to plan effectively, particularly recognising the requirements of those children with additional needs such as Special Educational Needs and disabilities, pupil premium and those who have English as an Additional Language (EAL)
- Give children high quality feedback about how to improve their work and learning in line with our school policy (both orally and in writing)

Head Teacher: **Ms Cheryl MacLennan** cmacLennan@sjc.oxon.sch.uk

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- Teach children to respond to feedback and give them regular opportunities to reflect on their work and progress and develop a responsible and conscientious attitude to their own learning
- Promote positivity, resilience, adaptability, independence, self-control and empathy so that children develop as effective learners
- Set homework and out of class activities as and when appropriate in line with our school policy
- Display work imaginatively as a celebration of achievement and as a tool for learning
- Establish respectful, professional relationships with children and their parents and carers
- Communicate effectively with parents and carers about their child's development and learning
- Participate in or lead assemblies, acts of class collective worship or other liturgical celebrations

Behaviour and safeguarding

- Be familiar with all policies relating to safeguarding, including health and safety and understand your role and responsibilities in relation to these
- Always act in a way that promotes equality and respect
- Be familiar with the school staff handbook and understand your role in providing a safe environment where children's emotional and physical needs are well cared for
- Ensure that classroom management is effective and efficient and provide a stimulating learning environment
- Promote and foster high standards of behaviour, attendance, appearance, uniform, punctuality etc. in accordance with school policies

Team work and collaboration

- Form positive and effective relationships with pupils, staff, parents, governors and members of the wider community so the ethos of the school is reflected in the way we work together
- Work in ways that promote collaboration, team work and effective professional relationship and set the highest standards and example to others
- Develop effective working relationships with any allocated Teaching Assistants, giving them clear direction and guidance so that they have a positive impact on children's learning
- Give clear direction and support to any parent volunteers, including safeguarding matters
- Attend staff meetings and other professional meetings e.g. SEN review days and meetings with visiting professionals
- Lead a curriculum area with support from other staff members if required
- Meet with Governors as and when required
- Contribute to displays in communal areas throughout the school as and when required

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Professional development and standards

- Act in accordance with all school policies, particularly those relating to safeguarding, child protection (including use of camera, mobile phones and social media) confidentiality and data protection, health & safety and security; reporting all concerns to the Designated Lead Person for Safeguarding
- Be responsible for improving your own practice by participating fully in training and development opportunities including acting on feedback and advice from senior colleagues
- Participate fully in the performance management arrangements of the school
- Use social media in a responsible way that does not bring yourself or the school into disrepute and understand the school's policy on this
- At all times promote high standards of spoken and written English

Other professional responsibilities

- Complete the attendance register twice daily
- Undertake playground and lunchtime and after school duties as required
- Complete brief progress reports, annual reports and other reports as required to a high standard and on time
- Attend open evenings and parent consultation meetings as required
- Become involved in the wider life of the school by attending or supporting school events wherever possible e.g. summer fete etc

Whilst every effort has been made to explain the main duties and responsibilities of this post it is not possible to identify each individual task undertaken. Employees will be expected to comply with any reasonable request from the Head Teacher or member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees of our school are expected to maintain the highest professional standards at all times.

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