



Job Description for a Class Teacher

Post: KS1 Class Teacher

Hours of work: 8.30 – 4.00p.m. Plus inset sessions, weekly staff meetings, School Open events, including concerts and parents' evenings.

Job Purpose: To have responsibility for teaching an assigned class and to be responsible for the day to day work and management of classes and the safety and welfare of the pupils as appropriate.

Conditions of Employment

- School Local Payscale
- Teachers Standards apply
- Bury Catholic Preparatory School Contract of Employment
- School Policy on Performance Management and Appraisal
- BCPS Teacher's job description
- Staff Handbook

Introduction

Bury Catholic Preparatory School is a Preparatory School for 3 – 11 year olds. Through our Christian ethos we provide a secure, caring and happy environment much valued by staff, parents, pupils and the wider community. As a teacher in this school you will have the opportunity to:

- Work alongside friendly, hard-working and talented staff
- Teach small classes of happy, motivated children with excellent behaviour
- Continue your professional development and
- Make a real contribution to the life of this school.

Main Professional duties are:

1. To promote the aims of the school and support the Headteacher in promoting the Catholic ethos of the school.
2. Adhering to school policies and procedures under the direction of the Headteacher.
3. To meet the expectations of a class teacher as determined by the Teacher's Standards document
4. Participating in assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year.
5. Working to achieve the general and particular aims of the school expressed in the School Mission Statement and the School Development Plan.
6. Planning, preparing and evaluating courses and lessons, appropriate to the age of the pupils, and covering the range of subjects required by the National Curriculum of the school, as agreed by the governors.
7. Teaching, according to the differing educational needs, the class or group assigned to him/her, in accordance with methods and teaching styles agreed by the school, and analysing progress and well-being of all pupils.

8. Keeping records of planned work, in accordance with methods recommended by the Headteacher and agreed with the teaching staff of the school.
9. Setting and marking work to be carried out by the children, according to their different levels of ability and attainment.
10. Organising the classroom, the educational materials and apparatus, so that it can be used to the best advantage in the learning process by all pupils.
11. Making assessments of individual pupil progress in all subject areas and keeping all required records in the agreed format.
12. Be aware of the General Data Protection Regulations (GDPR May 2018) and the responsibilities that come with it as a class teacher.
13. Providing written reports for parents, to include academic achievement and progress in all subject areas, and personal and social qualities and needs.
14. Plan for and attend Parents' Evenings
15. Providing, or contributing to, other oral and written statements, assessments, reports and references, relating to the individual or groups of pupils.
16. Observing and being observed in order to promote professional development.
17. Organising educational visits and activities which support and enhance the learning of pupils.
18. Maintaining good order and discipline and safeguarding the health and safety of the children, both when they are on the school premises, and when engaged in authorised school activities elsewhere.
19. Communicating and cooperating with professional bodies outside the school, and participating in discussions to promote the general and well-being of individual or groups of children.
20. Advising and co-operating with the Headteacher and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes, and methods of teaching and assessment. Evaluating and reporting on these materials, programmes and methods in order to bring about school improvement.
21. Participating in meetings at the school which relate to the curriculum of the school or its administration or organisation, including pastoral arrangements.
22. Work with, prepare programmes with, and evaluate and report on the teaching assistants assigned to particular pupils.
23. Selecting and ordering equipment and materials for educational purposes.
24. Registering the attendance of pupils, and supervision of the children before, during or after school sessions, according to prepared rotas.
25. Participating in professional development and INSET programmes, both school based and at external training centres. Evaluate and provide oral and written feedback.
26. Providing supervisory cover, and so far as practicable, teaching any pupils whose teacher is not available to teach them.
27. Fulfilling the requirement to work on 195 days, amounting to contractual total of 1265 hours in a school year.

In addition to this job description you will be asked to accept responsibility for an area of the curriculum and this will be the subject of a separate document.

(10) Signatures

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review Following consultation with you it

may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Signed

Date
(Teacher)

Date
(Head Teacher)