ST. EDWARD’S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION FOR A CLASS TEACHER

1. Teach, according to their educational needs, the pupils assigned to you. Assess, record and report on the development, progress and attainment of the pupils. Promote the general progress and well being of individual pupils and of the class.

2. Support and develop the Catholic ethos of the school.

3. Maintain good order and discipline among pupils at all times in school and safeguard the health and safety of the pupils while responsible for them.

4. Plan and prepare lessons relevant to the syllabus agreed within the school.

5. Carry out all duties involved in the registration of pupils in your care. Provide guidance and advice to pupils on educational and social matters.

6. Review teaching methods and programmes of work. Undertake such training, as agreed through performance management procedures, for your own professional development and for school development.

7. Support the Headteacher and encourage commitment to the school, developing good school, governor and parent relationships in order to promote positive learning experiences and opportunities for the pupils.

8. Deal with concerns made by other members of staff, pupils and parents about members of your class, liaising with the Headteacher when more serious incidents occur.

9. Attend parent consultation meetings as directed by the Headteacher.

10. Discuss with parents, educational and social matters concerning their children, at a mutually convenient time.

11. Co-operate with colleagues in developments within the school as agreed by/with the Headteacher.

12. Participate in staff meetings as reasonably directed by the Headteacher.
13. Supervise pupils in assemblies, maintaining good order as pupils enter the hall, during the assembly and as pupils leave the hall.

15. Organise class assemblies and masses on a rota basis.

16. Carry out playground duties on a rota basis.

17. Always work to promote the agreed Mission Statement of the school

18. To contribute to the development of the curriculum, in consultation with other staff.