



St Marie's Catholic Primary School

Avondale Street, Standish, Wigan WN6 0LF

Headteacher: Mrs M Smith

enquiries@admin.saintmaries.wigan.sch.uk

01257 422975

Job Description

Post Title: Class Teacher.

Responsible to: Headteacher / Governing Board.

Working Time: 1.00 FTE as specified in the Teachers' Pay and Conditions Document.

CRB Disclosure Enhanced. Level:

Salary Scale: Classroom Teacher's main pay scale.

Main Purpose

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

Key Accountabilities

Knowledge and Understanding

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

Planning, Teaching and Class Management

- Promote and support the Catholic ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year;

- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement, the Curriculum Statement and the School Development Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, and experience our bespoke curriculum.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans and Individual Nurture Plans.
- To assess, record and monitor each pupil's progress and to report to The Senior Leadership Team and to parents.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

Wider Professional Effectiveness

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Senior Leadership Team.
- To manage and lead a curriculum area.

- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

Accountable for:

- The education and welfare of the children in accordance with national conditions of service and the Catholic ethos of the school.
- The quality of learning and the achievements of all pupils in the class.
- The quality of provision and sequencing of all curriculum areas within one's classroom.

Safeguarding:

- The school takes safeguarding seriously. All staff are expected to follow the school's safeguarding procedures.

Entitlements:

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Induction, training and support and CPD as needed.
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually).