



ST FRANCIS CATHOLIC PRIMARY SCHOOL

'Recognising Christ in Everyone'

Executive Head Teacher - Mrs J Dunlop
Head of School – Mrs Rhona Miccoli

Coronation Road, Ascot, Berkshire, SL5 9HG
web: www.stfrancisprimary.org

Telephone: Ascot (01344) 622840
email: office@stfrancisprimary.org

CLASS TEACHER JOB DESCRIPTION

Responsible to: Head of School

Aims:

To educate and ensure the well-being of a designated class of pupils in accordance with

- the School's Mission Statement to "Recognise Christ in Everyone"
- the current School Teachers' Pay and Conditions document
- the National teacher standards
- the National Curriculum
- the School's policies and schemes of work
- Child Protection policies and safeguarding responsibilities

To achieve this you will:

- Promote the Mission and values within the school's Catholic ethos and act as a role model to pupils.
- Follow school policies to maintain a safe and stimulating classroom environment.
- Extend professional understanding of what makes an effective learning environment and act on the advice of the leadership team to improve it as required.
- Set targets for pupils in line with school policy and support the high expectations that the school has for all pupils to achieve well.
- Be able to measure and record pupil progress, attainment and outcomes in line with school policies
- Evaluate pupil progress, attainment and outcomes and adapt future lesson plans to reflect the needs of all the pupils
- Complete planning, preparation and assessment tasks on time.
- Plan lessons that take into account the different starting points that the pupils have
- Share written planning with support staff and colleagues so that they can deliver effective learning in your classroom
- Communicate to the pupils what they have achieved and what they need to do next to improve by following the school's policy
- Attend CPD and use what you learn to improve your teaching
- Demonstrate a secure knowledge of the Primary and/or the Early Years Foundation Stage curriculum
- Deliver a broad and balanced curriculum in line with school policies and statutory requirements
- Teach lessons that engage the pupils' interests and foster their enthusiasm for learning
- Give priority to the teaching of literacy and numeracy skills across the curriculum

National Teaching School
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- Have a secure knowledge of how children learn to read and use a range of teaching strategies including e.g. systematic synthetic phonics to teach early reading effectively, guided reading and writing.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these
- Demonstrate an awareness of the physical, social, moral and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Prepare for pupil progress meetings as required using formative and summative assessments to inform your judgement on how well a pupil is making progress
- Communicate to the pupils and parents what they have achieved and what they need to do next to improve by following the school marking policy
- Set up systems that enable pupils to respond to feedback
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy and School Mission.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage pupils effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Build positive relationships with pupil, parents and staff.
- Develop effective working relationships with colleagues.
- Respond to advice and feedback of colleagues.
- Deploy support staff effectively with support and guidance, make a contribution to parental meetings and undertake CPD in core subjects.
- Show a willingness to contribute to the life and ethos of the school community.

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