



Main Scale Class Teacher Job Description

Colleagues are required to carry out the responsibilities of a school teacher as set out in the School Teacher's Pay and Conditions Document

At St Mary's Catholic Primary School this involves main scale teachers in the following responsibilities.

1) Responsibility for a class group as assigned by the Headteacher.

In relation to these children:

- Having due regard to the requirements of the National Curriculum
- The Aims and Objectives of the School Mission Statement
- The School's Policies Document and Schemes of Work.

- Planning and preparing lessons and teaching programmes.
- Delivering the agreed curriculum using suitable teaching strategies.
- Identifying appropriate resources to enable efficient delivery of schemes of work.
- Assessing and recording progress and attainment and using this assessment to plan effective teaching and curriculum provision.
- Preparing reports for, and consulting and communicating with, parents and other concerned parties.
- Identifying pupils with special or individual needs.
- Matching and differentiating work to individual pupil's abilities and needs.
- Maintaining good order both in the classroom and at other venues which children may visit from time to time.
- Participating in Parents' Evenings and meetings with other involved professionals.

2) Responsibility towards curriculum development:

- Acting as part of a team to oversee, an area or areas of the curriculum and related whole-school issues.
- Contributing to the development of course and curricular materials, schemes of work, teaching programmes and assessment strategies.
- Having an overview of, and an involvement in, subject development.

3) Responsibility towards other staff members:

- Attending staff meetings.
- Contributing towards the professional development of other members of staff by disseminating information and by participating in discussions with regard to the curriculum and other related issues.
- Managing and supervising support staff working in the classroom or under direction.
- Attending and contributing to assemblies and collective worship

4) Responsibility to self:

- Continuing own professional development by attending relevant In-service courses, reading and by evaluating teaching methods and strategies.
- Participating in LA and in-house appraisal arrangements

5) Responsibility towards school development:

- Participating in discussions leading to the development of whole- school policies.
- Being mindful of the aims and objectives of the school mission statement.
- Sharing in the corporate responsibility for the well-being of all pupils.
- Sharing in the corporate responsibility to maintain good order within school in line with the school's Discipline Policy.
- Engendering self-discipline and self-regulation among pupils.
- Leading by example by setting high standards in relationships with others and in self-presentation.