



The Cardinal Wiseman Catholic School

Classroom Teacher

Job Description



Job title	Classroom Teacher
Salary and grade:	The postholder will be paid on the appropriate point of the main scale in line with the current <i>School Teachers' Pay and Conditions</i> document
Line manager:	The headteacher, members of senior leadership team (SLT) and the governing body of the school are strategic managers of all teaching staff. For day to day operations a teacher is directly responsible to their Head of Department on curriculum matters and their Head of Year for pastoral issues.
Supervisory responsibility:	In addition all postholders may be responsible for the supervision of the work of classroom assistants.

Main purpose of the job:

- To offer all learners an effective education in a stimulating, Catholic environment, which provides equality of opportunity for all and is based on the Gospel values.
- To deliver the National Curriculum as relevant to the age and ability group/subject, other relevant initiatives and the school's own schemes of work
- To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document. At this school the following areas have been highlighted as being of particular importance.

Teaching

- To support and promote the Catholic ethos of the school.
- Be a positive role model in terms of behaviour, work and attitudes
- Set high standards of work and behaviour in the class and all other areas of the school
- Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g. SEN or Gifted and Talented
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment



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- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Deliver appropriate programmes of study as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own schemes of work
- Advise and work collaboratively with the Head of Department and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate

Curriculum Support Work

- Undertake responsibility for a tutor group.
- Monitor and set targets for the social and academic progress of all pupils in the tutor group.
- Endeavour to build up a good relationship with the pupils in the form, so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Assessment, Recording and Reporting

- Ensure pupils understand in detail how to improve their work and are consistently supported in doing so.
- Keep appropriate records of pupils' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Use the school's marking scheme at all times.
- Carry out assessment programmes, as agreed by the school, faculty or department.
- Complete records of achievement in line with school policy.
- Complete pupil reports in line with school policy. Attend Parents' evenings as required and keep parents informed about their child's performance and future targets.

Other

- Carry out break time and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and consult with the parents/carers of learners
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

Performance management

- The teacher will be part of the school's performance management scheme. S/he will have a line manager who will set agreed targets for the year. The line manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.



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Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

Health and well-being

- Establish a purposeful and safe learning environment for learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self control and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues within the remit of the *School Teachers' Pay and Conditions* document

External examinations

- Participate in arrangements for external examinations and assessment within the remit of the *School Teachers' Pay and Conditions* document

Management

- Contribute, where required, to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate



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Exercise of particular duties

- Perform any reasonable duties as requested by the headteacher

Note

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.