



ST WINEFRIDE'S SCHOOL
Founded 1868

JOB DESCRIPTION

for the post of Class Teacher at St. Winefride's School

Job title: Class Teacher

Reports to: the Headteacher

St. Winefride's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Primary Purpose

- Ensure that planning, preparation, delivery of lessons, as well as recording, assessment and reporting meet the academic and pastoral needs of each individual child.
- Offer pastoral care and support, providing the children with a secure environment in which they can learn and thrive.
- Have the ability to build positive relationships with children, parents and colleagues and demonstrate effective communication skills. Patience, flexibility and a sense of humour are useful attributes.

Key Tasks and Responsibilities

- To provide a stimulating, challenging, well-organised and inspiring classroom environment.
- To plan appropriately, on a short- and medium-term basis, to meet the needs of all children. Documentation is to be kept up to date in termly planning files and teachers' planners.
- To set clear and measurable targets to ensure children's learning progresses, to have high expectations for presentation in-line with school policies.
- To keep efficient tracking and progression records, including formative and summative assessment.
- Make effective use of assessment and ensure coverage of programmes of study.
- Mark and monitor children's work (including homework) in-line with school policies.
- To report to parents on the development, attainment and progress of their child through parents' evenings and annual report.
- To take responsibility for the development of a subject area across the school.
- To deliver curriculum sessions to parents and teaching staff.
- To manage behaviour through positive reinforcement and role-modelling.
- To participate in meetings as and when required.
- To lead, direct and communicate effectively with support staff within the classroom.

- To communicate and cooperate with external agencies and future schools.
- To take responsibility for furthering professional development through CPD.
- To observe both formally and informally, other teachers within the school.
- To participate in the appraisal system and that of others, if appropriate.
- To visit other schools and share good practice.
- To be able to work as part of a team and support colleagues, whilst also being able to use their own initiative.
- To take responsibility for the development of children in the school, beyond those in their own class.
- To run an extra-curricular school club, to enrich the provision for the children.
- To provide cover for staff, as and when required.
- To demonstrate good organisational and time-management skills.

Whole School

- Support the aims and core values of St. Winefride’s School and adhere to all policies and procedures to set a positive example to all children.
- To attend regularly and contribute to all necessary assemblies, staff meetings, professional learning sessions and to attend school events when required.
- To develop and maintain, professional and productive relationships with all members of the school community.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To understand the school’s health and safety policy and to work within its guidelines.
- To be aware of the responsibility for promoting and safeguarding the welfare of all children and young persons whom you have contact with during the course of your duties.
- Any other reasonable project of duty assigned by the Headteacher.

Accountability

- To be responsible to the Headteacher and Board of Trustees for classroom practice and the specific duties outlined.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level, that is not specified in this job description. Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets.

Signed _____ (Employee)

Date _____

Signed _____ (Headteacher/Line Manager)

Date _____