

St Patrick's RC Primary School

Job Specification

Post: Class Teacher
Salary range: £23 720 - £35 008
Salary Grade: M1 – M6
Required for September 2019
To Whom Responsible: Headteacher

PART ONE - Purpose of the Job

To teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Executive Head Teacher/Head of School.

PART TWO - Contract Terms & Duties

The job description will be performed in accordance with the current School Teachers' Pay and Conditions Document.

PART THREE - Relationships

The post holder will be responsible to the Executive Head Teacher/Head of School for her/his teaching duties and responsibilities for teaching tasks. The post holder will also be responsible for the supervision of the work of classroom assistants relevant to the post.

PART FOUR - Teaching Duties

4.1 PUPILS

- 4.1.1 To plan, prepare lessons and teach, according to the pupils' educational needs, including the Salford Diocesan RE teaching programme.
- 4.1.2 To maintain discipline in accordance with the school behaviour system.
- 4.1.3 To monitor and report to parents on the progress of pupils in the class.
- 4.1.4 To assess pupils' achievements and progress, in accordance with school arrangements.
- 4.1.5 Provide pastoral guidance for pupils in the assigned class.

4.2 ADMINISTRATIVE

- 4.2.1 Participating in administrative and organisational tasks relating to the curriculum and pastoral functions of the School.
- 4.2.2 Attend assemblies, register pupils' attendance and supervise pupils involving before, during and after school sessions.

4.3 MANAGEMENT

- 4.3.1 Participate in meetings, discussions and systems necessary to co-ordinate, review and evaluate the work of the school as a whole.
- 4.3.2 Control and oversee the use and storage of books and other teaching materials provided for class usage.

PART FIVE - Subject Manager Responsibilities

The curriculum responsibilities involved in being a subject manager will be negotiated with the Executive Head Teacher/Head of School.

PART SIX

The Head will specify the days of work in a separate statement.

PART SEVEN

This job specification forms the basis of a job description, which may be reviewed at the end of the academic year or earlier if necessary. It will only be amended in consultation with the post holder.