**Class Teacher - Job Description**



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**Job Title:** Teacher

**Reports to:** Head teacher

**Salary Range:**  Main Pay Range Including Upper Pay Range

**Date:** September 2025

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster.

The school is part of the Diocese of Westminster Catholic Academy Trust.

**Purpose of the job:**

**The prime purpose of the class teacher’s role** is to work with the Head teacher, Assistant Head teachers and Governing Body by:

1. Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
2. Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith in Our Lord Jesus Christ

**Main duties:**

All teachers work to carry out the statutory tasks as laid down in the current School Teachers’ Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the Governing Body. In our Catholic School, teachers play a vital role in contributing to the Catholic life of the school community, rooted in the Eucharistic community (ies) it serves. The duties listed below are not, therefore, an exhaustive list of what is required.

## Classroom Practice

1. Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school. In practice this means a tidy, well organised classroom that allows for pupil independence for all pupils. Resources will be purposeful and displays will be kept up to date. Resources will be adaptive to support all children, including those with SEND.
2. Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection. We are an inclusive school and it is the responsibility of the teacher to meet all pupils. Have high expectations of your pupils and encourage them to reflect their best in their work and appearance (tidy uniform).
3. Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
4. Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post holder’s pupils. The class teacher should meet with the TA before/after school to appraise them of the work they need to complete with pupils.
5. Assess and record each pupil’s progress systematically in line with current school procedures and use the results to inform planning. Formative assessment should be daily and tasks/provision should be adapted to meet the needs of all pupils, especially disadvantaged or SEND.
6. Mark and monitor class work and homework, providing constructive feedback and set targets for further progress in accordance with the school’s Marking policy.
7. Frequently, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate
8. Ensure lessons are adaptive and meet the needs of all learners through the use of visuals, scaffolds and adaptive teaching techniques. Lessons taught will be in line with the schools policy.
9. **Other Professional Requirements**
10. To actively live out our mission statement in all facets of your working life. Be a positive role model for others.
11. Demonstrate a positive attitude towards your work and the work of others in order to foster effective teamwork

1. Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
2. Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
3. Take responsibility for your own professional development and on-going formation. Ensure you have the relevant knowledge and skills to meet the expectations of your role.
4. Have a secure knowledge and understanding of the subjects taught
5. To lead workshops for parents of your cohort to disseminate knowledge and best practice about learning at home
6. Be familiar with all school policies including child protection procedures, health and safety policies and current SEND codes of practice.
7. Provide leadership across the school in a designated subject or curriculum area, this to include:

* Monitoring quality and standards
* Contributing to school planning and self-evaluation
* Providing professional support to other teachers and support staff
* Advising the head teacher on appropriate resources and materials
* Leading appropriate professional development

**Job context:**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards. The standards for all post threshold teachers are attached in appendix 1.

In particular, teachers at Upper Threshold 3 will:

* Provide a role model for professional practice in the school
* Make a distinctive contribution compared with other teachers
* Contribute effectively to the wider team

**Review of duties:**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Signed:

Teacher……………………………………………..

Head teacher………………………………………..

Date…………………………………

# Appendix 1 - Post Threshold Professional Standards

# Main responsibilities and tasks

Teachers who have achieved threshold status will be expected to **continue** to carry out the duties of a class teacher (core) and **in addition** must also develop and maintain the following threshold areas in line with the *School Teachers Pay and Conditions* document and the *Post Threshold Professional Standards for Teachers*

# Knowledge and understanding

* Have a more developed knowledge and understanding (than core teachers) of your subjects/curriculum areas and related pedagogy including how learning progresses with them.

# Planning and setting expectations

* Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well matched to learning objectives and the needs of the learners
* Integrate recent developments, including those relating to subject/curriculum knowledge

# Teaching and learning

Have an extensive knowledge and understanding of how to:

* use and adapt a range of teaching, learning and behaviour management strategies
* personalise learning to provide opportunities for all learners to achieve their potential

# Assessment and monitoring

An extensive, up to date knowledge and well-informed understanding of:

* assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications
* different types of qualifications and specifications and their suitability for meeting learners’ needs

# Pupil achievement

Demonstrate that as a result of your teaching, learners:

* achieve well relative to their prior attainment
* make progress as good as, or better than, similar learners nationally

# Health and well-being

* Have sufficient depth of knowledge and experience to be able to give advice on the development and well being of children and young people

# Team working and collaboration

* Promote collaboration and work effectively as a team member

**Contribute to the professional development of colleagues through:**

* coaching and mentoring to help others to become more effective
* demonstrating effective practice and helping others to evaluate the impact of their teaching on raising learners’ achievements
* providing support, advice and feedback to others

# Strategic leadership

Contribute significantly to:

* implementing workplace policies and practice
* promoting collective responsibility for their implementation

# Professional characteristics

* Be highly respected and able to motivate others
* Provide a role model for learners and other staff through personal and professional conduct
* Have highly developed interpersonal skills, which enable you to be effective in school and in other situations