



## Job Description

### Class Teacher

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Salary: M1-M6 / U1-U3

Location: St Joseph's Roman Catholic Middle School, Hexham

Reports to: Headteacher

#### Job Purpose

- Effectively teach to children aged 9-13 years and other subjects as required.
- To ensure pupil achievement is secured and recognised
- To give advice and guidance to pupils by being available and approachable
- To support the school's learning ethos and values
- To secure high standards of teaching and pupil learning through active participation in the school's Performance Management review procedures
- To work closely and in partnership with the SLT to ensure the successful ongoing development of the school.

#### Main Duties and Responsibilities

- To contribute to schemes of work and curriculum materials for the appropriate subject.
- To plan effective lessons matching the design of the lesson to the ability of the pupils.
- To use pupil data to inform planning and progression.
- To have high expectations of pupils, based on a sound knowledge of their prior and potential attainment.
- To take account of the need for progression in pupils' learning experience and be accountable for pupil attainment.
- To ensure effective whole class, group or individual learning opportunities are available to pupils.
- To set high standards of expectations of pupils' behaviour through good classroom discipline, focused teaching and productive relationships.
- To set and assess homework as an integral part of pupils' learning.
- To use opportunities to reinforce literacy and numeracy skills within the teaching.

- To use enterprising approaches to teaching and learning when appropriate
- To effectively deliver the tutorial programme.
- Preparation and planning of work for classes & teaching groups following medium term plans & schemes of work provided by Subject Leaders as directed by the Headteacher.

### **Additional Information**

- To undertake any professional duties delegated by the Executive Headteacher.
- Engage in promoting the values and acting as a role model for the Trust.
- The duties outlined in this job description are in addition to those covered by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.
- To contribute to the extracurricular activities programme for pupils
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**November 2021**