**ST MARY’S CATHOLIC PRIMARY SCHOOL**

**Station Road**

**Chingford**

**E4 7BJ**

**Tel: 020 8529 4723**

**JOB DESCRIPTION – PRIMARY CLASS TEACHER KS2**

**Job Title:** Primary Class Teacher

**Qualifications in Primary Education – Key Stage 1 or Key Stage 2**

* B.Ed. or equivalent – Key Stage 1 or Key Stage 2 trained
* PGCE in primary education or any other relevant teaching qualification
* The successful candidate should be interested in and committed to promoting and delivering the Catholic ethos of the school.

**Job Purpose:**

1. To promote the development of the abilities and aptitudes of the pupils in the school within the framework of the National Curriculum.
2. To teach to pupils individual educational needs, including the preparation, teaching and marking of their work.
3. To encourage the academic, moral, spiritual, social and personal development of the pupils in your class including give advice when required.
4. To ensure that all children, whatever their cultural, ethnic, racial, religious background, special needs’ requirements and gender are afforded equal opportunities and access to the curriculum.
5. To carry out other associated duties, which are reasonably assigned by the Headteacher.

**Main Tasks:**

***Principal Accountabilities:***

1. To teach pupils to National Curriculum requirements.
2. To communicate and consult with those with interest in pupils, for example parents/guardians and bodies outside the school
3. To prepare pupils for Standard Attainment Tests and assessments and participate as required.
4. To maintain accurate and up to date records and reports, regarding the development and personal/social needs’ and progress and attainment of pupils.
5. To plan and prepare lessons based on the school’s schemes of work and learning objectives.
6. To teach pupils according to their individual educational needs, including the setting and marking of their work.
7. To participate in staff meetings/Inset relating to the curriculum, administration and general organisation of the school as and when required.
8. To accept responsibility for an area/areas of the curriculum under the direction of the Headteacher.
9. To comply with all school policies and provide an input as and when required.

***Professional & Personal Development:***

1. To participate in arrangements for your own appraisal and that of colleagues.
2. To keep up to date with training courses/developments in teaching and professional development.
3. To update personal methods of teaching in accordance with above training and development.
4. To participate in further training and professional development activities as a teacher.
5. To carry out regular reviews of teaching methodology and programmes of work.

***Health & Safety / Discipline:***

1. To build good relationships with teachers and pupils to create a supportive environment.
2. To comply with the need for confidentiality regarding all matters relating to staff, pupils and visitors.
3. To promote and support the school’s Behaviour Policy and have an understanding of the school’s policies and procedures and adhere to them as appropriate.
4. To be aware of the health and safety issues and help maintain a safe environment within classrooms and around the school.
5. To maintain appropriate levels of discipline in accordance with school policies.
6. Teachers have a responsibility for their own safety and that of the class in school and during authorised out of school organised activities.
7. Duties must be carried out in compliance with the Local Authority and Directorate’s equal opportunities policies and the school’s equal opportunities policies.
8. To supervise any person providing support in your class, for example LSA/Work placement, work experience placements, students, parent helpers.