

**St William of York Catholic Primary School**  
**Class Teacher Vacancy – PPA/Management Cover**  
**Job Description**

**Main Purpose of the Job**

- To fulfil the requirements set out in the Teachers' Pay and Conditions documents
- To make contributions to the development of the school in the following areas:
  - as a committed and effective classroom practitioner
  - to be an enthusiastic, able teacher with proven outstanding practice
  - as a contributor to the whole staff team
  - as a creator of good and effective relationships throughout the school and the wider community thereby, supporting the schools' established Catholic ethos.

**Main tasks will include**

- to comprehensively plan and prepare work as part of a cohesive team which reflects the pupil's age and ability within the class
- to keep appropriate and efficient school records and tracking, integrating formative and summative assessment into weekly and termly planning as a class teacher and subject leader
- to regularly mark, record, assess and report to Head teacher on the attainment and progress of Pupils
- to regularly track and monitor pupil progress, through observations and the school's assessment processes to plan next steps for learning
- to implement all agreed school policies and guidelines
- to promote positive relationships with the parents within class and school and regularly report to parents regarding their child's progress
- to support initiatives introduced by the Head Teacher, SLT and staff
- to develop a sense of positive self-discipline in all children in accordance with the school's policy
- to communicate and co-operate with outside agencies regarding families and support the transition of children within school and with any external transfer

- to create an interesting and stimulating indoor environment, which is enhanced to reflect current topics and children's individual interests
- to organise materials and display children's work, and to nurture a sense of appreciation and value of children's work reflecting current themes and topics
- to assist in a whole school approach to the delivery of the curriculum
- to assist the management of the school in creating a climate conducive to the development and positive welfare of pupils and staff
- to strive to create good and effective relationships with pupils, teaching and support staff, parents and the wider community
- to continue their own professional development after consultation with the Head Teacher, taking into account the wider development plans for the school as a whole
- to assist in affording equal opportunities for all pupils and to liaise with the Senior Leadership team and Inclusion Manager to assure the inclusion of all children

**This job description is subject to regular review with the Headteacher**