



Christ Be Our Light

# St Alban's Catholic Primary School

## Primary Teacher

## Job Description

**Post** Primary Teacher  
**Responsible to** Headteacher/Deputy Head

### Role

To carry out the main duties of a school teacher as set out in the current School Teacher's Pay and Conditions document.

### Duties

To support the principles and values of the Every Child Matters agenda

- To take responsibility for the education and welfare of a designated class of 30 pupils having due regard to the aims and policies of the school.
- To share in the joint responsibility for the well-being and good discipline of all pupils.
- To form and maintain relationships with pupils, staff, parents and the community.
- To create a stimulating, well organised and attractive classroom.
- To work co-operatively as part of a staff team.
- To plan, prepare and deliver work that is relevant to the age, ability and needs of all pupils in your charge.
- Maintain a high standard of teaching and learning in your classroom.
- To monitor and assess children's work and keep appropriate records.
- To mark children's work effectively.
- To attend staff meetings, consultation meetings and other meetings as appropriate.
- To co-operate and liaise with other professionals and colleagues from other agencies.
- To be responsible for the co-ordination of an area of the school curriculum.
- To manage and organise Teaching Assistants and volunteers
- To undertake necessary training through the staff development programme.
- To participate fully in the school performance management cycle.
- To support and contribute to the schools responsibility for safeguarding children.

### Other duties

- To play a full part in the life of the school community, and support its Catholic ethos.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.
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This job description will be reviewed annually and may be amended according to changing requirements