



Sacred Heart School

All staff are expected to support the Catholic ethos of the school and to work within the spirit of the school's Mission Statement at all times. It is expected that staff will also be willing to participate in the wider life of the school, joining in social and fund-raising events. Sacred Heart School is committed to safeguarding and promoting the welfare of all its children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

JOB DESCRIPTION

DEPARTMENT	Sacred Heart School Mayfield Lane Wadhurst TN5 6DQ 01892 783414 admin@sacredheartwadhurst.org.uk
JOB TITLE	Class Teacher September 2026 Full Time or Part Time
RESPONSIBLE TO	Head Teacher
MAIN PURPOSE OF THE JOB	To undertake the teaching of general subjects as well as pastoral and administrative duties in respect of pupils in this year group and responsibilities in the school as detailed below. To work effectively as part of the teaching staff, providing a stimulating and caring environment for all children. To provide a high standard of care and education, working within the requirements of the National Curriculum.

Main Responsibilities

All Staff:

- Embrace and personally demonstrate the school's ethos, vision and values, expecting the same of all staff and pupils
- To motivate, inspire, challenge and support staff and pupils, leading by example and setting high expectations
- Demonstrate a commitment to team work and positive relationships, evidencing this through clear, professional communication, valuing every member of the school community and the ability and willingness to work collaboratively
- Contribute to the extra-curricular life of the school by either leading an after-school club or supporting a weekly session in our after-school care.
- Show an enthusiastic and positive approach to putting into practice new initiatives, motivating and inspiring others to 'have a go' and be open to self and peer evaluation
- Show resilience and support others during challenging and stressful situations, maintaining professional standards
- Adhere to all School's policies and procedures and to keep up to date with changes

- Always consider Safeguarding and Health & Safety aspects within school and complete risk assessments when appropriate
- Reflect professional standards in personal appearance, conduct within and out of school, reliability and punctuality

As a Class Teacher:

- To be responsible for promoting and safeguarding the welfare of all children in your care
- To motivate, inspire, challenge and encourage pupils, leading by example, expecting the same of all pupils
- Inspire and encourage in children a curiosity for and love of learning
- To organise classroom and learning resources to create a rich and stimulating learning environment and to ensure that children's work is valued by maintaining attractive and interactive displays of children's work in the classroom and throughout the school
- To form positive and professional relationships with colleagues; supervise and direct the work of any support staff assigned to work in your class
- To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential, delivering high quality teaching and learning to pupils within the requirements of the National Curriculum
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- Have knowledge of and keep up to date with the Curriculum guidance for Key Stages
- To produce medium and short term plans in line with our school Curriculum Policy
- To assess, record and report on the development, progress and attainment of pupils in line with the requirements of our school Assessment Policy.
- To communicate effectively with parents/carers about the day to day needs of the children, fostering parental involvement and encouraging positive parenting skills and to attend Parent Consultation Evenings and Open Mornings, or other Curriculum Evenings as required
- To liaise with the SENDCO and/or outside agencies to support pupil progress where appropriate
- To take part in the extended life of the school, attending and leading assemblies; registering pupil attendance, carry out playtime and end of day duties and contribute to the extra-curricular programme of activities
- To organise and participate in school concerts and plays
- To organise school visits and outings to enrich the curriculum

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

- To monitor and develop a subject area through the co-ordinator role
- To attend courses as necessary for professional development including in-service days
- To attend team meetings as required
- To help ensure that the setting meets safety and hygiene requirements and to report any issues to another member of the SLT
- To be aware of and comply with the School's Child Protection Policy, Confidentiality Procedures, Equal Opportunities and other School Policies
- To keep up to date with developments in childcare and education through regular training as appropriate
- To participate in Supervisions and Performance Reviews
- To monitor Health and Safety in your classroom and the extended school environment
- To act at all times with awareness of the school policies, Mission Statement and religious character

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