The Federation of St James the Great & St John's Catholic Primary School

Peckham Road, Peckham, SE15 5LP & St Elmo's Rd, Rotherhithe, SE16 6SD

'To do our best for God, for other people and for ourselves'

'To love and serve one another'

Job Description

POSITION: **Teacher** REPORTS TO: **The Co-Headteachers**
RESPONSIBLE FOR: **Class Teaching** GRADE: **Teachers Pay & Conditions/MPS/ECT**

KEY PURPOSE OF THE JOB:
To take responsibility for the education and welfare of a designated class or group of pupils in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and Local Authority, school policies and under the reasonable direction of the Co-headteachers. To meet the expectations set out in the Teachers Standards. To encourage learning which enables pupils to achieve high standards and to share and support the education and discipline of all pupils.

Safeguarding Responsibilities:

- **Policy Compliance**: Be aware of and comply with all school policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection.
- **Vigilance and Recognition**: Be vigilant for signs that children may need support, are at risk, or are suffering from harm, neglect, or abuse.
- **Reporting Procedures**: Immediately report all safeguarding concerns or disclosures to the Designated Safeguarding Lead (DSL) following the school's established protocols.
- **Safe Environment**: Ensure a safe, calm, and well-ordered classroom environment where children feel heard and comfortable sharing concerns.
- **Curriculum Integration**: Promote the welfare and safety of pupils through the curriculum, including age-appropriate lessons on online safety, healthy relationships, and anti-bullying.
- **Professional Boundaries**: Maintain professional boundaries with pupils and ensure personal behaviour is conducted in line with safeguarding legislation and the school's code of conduct.

MAIN ACTIVITIES:
1. To take responsibility for planning and implementing appropriate work programmes for all pupils in the designated class or group, within the framework of national and school policies.

2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

3. To manage additional adults within the classroom.

PRINCIPAL ACCOUNTABILITIES:

1. To plan work for the class in accordance with National, Local Authority and school curriculum policies to ensure that pupils experience a broad, balanced, relevant and stimulating curriculum.

2. To ensure a close match between the learning experience offered and the individual needs of the pupils in the class or group, so as to give each child an opportunity to achieve to the maximum of his/her capability.

3. To make appropriate educational provision for pupils with SEN and those learning EAL, with support from the SENDCo and Senior Leaders.

4. Where possible, to make sure that the majority of the pupils' work is closely linked to first-hand practical experience.

5. To provide pupils with opportunities to manage their own learning and become independent learners.

6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

7. To foster each pupil's self-image and esteem and establish relationships which are based on mutual respect.

8. To maintain a high standard of display both in the classroom and in other areas of the school.

9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

11. To assess pupils' progress, maintain records and provide written reports to parents and carers in accordance with school policies.

12. To communicate and consult with parents and carers and with outside agencies, as necessary, about pupils' progress and attainment.

13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

14. To liaise with support staff both school based, from the Local Authority and from other external bodies as required.

15. To take responsibility for the management of other adults in the classroom.

16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

17. Take part in the school's appraisal procedures.

18. To undertake any other reasonable and relevant duties in accordance with the changing needs of the

school.

19. With others to take responsibility for a curriculum subject area as agreed with the headteachers as detailed below:
    - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education.
    - In conjunction with the headteachers or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area/s
    - Review the policy and adapt it as appropriate.
    - Work with others to develop subject action plans, regularly review them and evaluate them for the Senior Leadership Team and Governors.
    - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the headteachers.
    - Offer support and advice to colleagues.

KEY ORGANISATIONAL OBJECTIVES:

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives as they pertain towards pupils and their families
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE:
Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE:
Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity:
The post holder will be expected to carry out all duties in the context of and in compliance with the School's and Council's Equal Opportunities Policies.

Date of issue: …….....

Signature of Post holder ……

Signature of Headteacher …….