



KS1 and KS2 Class Teacher

JOB DESCRIPTION

1. INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Principal; and the Principal, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

2. JOB PURPOSE

To uphold and support the Catholic ethos and mission of the school. To assist the principal in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the governing body. The teacher will be required to complete tasks that all class teachers would reasonably be asked to do in The St John Paul II Multi Academy related to their named area of responsibility for the whole school.

3. PROFESSIONAL DUTIES

To undertake the duties and responsibilities of a classroom teacher as required by the principal referred to in the School Teachers' Pay and Conditions Document.

To report findings to the Principal/ Head of school or Vice-Principal/Deputy Head of school on tasks carried out as named area of responsibility coordinator.

To share good practice with colleagues that may support teaching practice of other staff in named area of responsibility coordination.

4. LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher (see appendix A) under the reasonable direction of the principal of the school, and to report for the purposes of day to day management to Vice Principal in his/her absence.

4.2 Responsible for directing staff or volunteers in your classroom on a day to day basis.

5. CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

6. SPECIAL CONDITIONS

A teacher on the upper pay scale shall meet the performance standards (Appendix A) in law at the time as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

7. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Principal or the post holder but only after full consultation with the post holder.

8. GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation, specifically for the year 2019 - 2020.

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

9. LEARNING ENVIRONMENT

- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Make use of the local arrangements concerning the safeguarding of children and young people.
- Identify and use opportunities to personalize and extend learning through out-of-school contexts where possible making links between in-school learning and learning in out-of-school contexts.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Use a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete the action risk assessments for all potentially hazardous on/off site activities.
- Inform employer of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid and off site issues.
- Raise health and safety issues with pupils.

10. TEAM WORK AND COLLABORATION

- Promote the wider aspirations of the school and fully supports its' Catholic ethos.
- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfill.
- Promote collaboration and work effectively as a team member.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

11. TASKS THAT ARE REASONABLE TO ASK ALL CLASS TEACHERS IN THE ST JOHN PAUL II MULTI ACADEMY



- To annually review in consultation with others the policy and procedures for named area of responsibility coordination in the school, including risk assessments.
- To annually audit strengths and weaknesses for named area of responsibility coordination to identify resources and training needs, alerting the HT to the outcomes.
- To arrange for the named area of responsibility coordination resources to be ordered and disseminated where needed.
- To attend for named area of responsibility coordination training to represent the school, giving feedback on good practice and recommendations where we need to change our strategies of practice.

The deadline for applications is 10am on Wednesday 16th June 2021

Date of Interviews: Date TBC

Informal visits to the school are most welcome. Please call the school office to make an appointment.

Please follow the links on our website to apply <http://johnpaulii.co.uk/vacancies>