



## The Roman Catholic Federation of Holy Name and Our Lady's

Our Lady's RC Primary School  
Whalley Road  
Manchester  
M16 8AW

### Job Description Teacher

**Responsible to:** The Head Teacher and the Governing Body of the school.

### Terms of Appointment

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

The appointment is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Reform Act 1988, other current educational and employment legislation and the school's articles of Government. In carrying out his duties the teacher shall consult where appropriate with the governing body, Diocese, Local Education Authority, staff of the school, parents of its pupils and the parish served.

The teacher should endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and subject thereto the direction of the Head Teacher.

### Job Purpose:

This post requires you to teach in the age range 3-11.

### KEY TASKS

#### Teaching and Learning

- 1) Plan, prepare and deliver a broad range of first hand activities and experiences to ensure delivery of the National Curriculum, taking into account the varied needs and developmental stages of the pupils and reflecting the School's Mission Statement and the School's Aims, Objectives and Policies.
- 2) Assess, record and report the development, progress and attainment of pupils.
- 3) Evaluate pupils' progress, achievement and attainment, and report to the Leadership Team.
- 4) Provide the appropriate pastoral care, support and guidance to ensure security and well-being of the pupils
- 5) Monitor the standards of behaviour and achievement within the class.
- 6) Provide a warm, welcoming and stimulating classroom environment with fresh and bright displays, reflecting our multicultural population.

## **Recording and Assessment**

- 1) To monitor progress of all children and ensure appropriate action is taken where issues are identified.
- 2) Collect and interpret assessment data for the children in their class
- 3) To set appropriate targets for all children based upon the data available
- 4) Liaise with teaching assistants and outside agencies.

## **Standards and Quality Assurance**

- 1) Support the aims and ethos of the school.
- 2) Ensure the daily practice of the Catholic Faith by each child by the provision of appropriate learning situations and personal example.
- 3) Attend and participate in open/parent evenings
- 4) Uphold the school's behaviour code and uniform regulations.
- 5) Participate in staff training.
- 6) Participate in Continuing Professional Development and Performance Management
- 7) Attend team and staff meetings.
- 8) Communicate and consult with parents and outside agencies.
- 9) Have high expectations of all pupils and ensuring that, as far as possible, their achievements reflect this.
- 10) Take responsibility for a particular curriculum area and maintain and develop within the funds available resources related to the curriculum area and keep an up to date inventory of these resources.
- 11) Attend appropriate INSET meetings and keeping colleagues informed of current trends through report back sessions and leading INSET sessions on a particular curriculum area.
- 12) Provide guidance and support for colleagues
- 13) Bring to the attention of the SENDCo or member of the Senior Management Team any matter relating to the special/support needs of a pupil or family.
- 14) Carry out any reasonable request of the Head Teacher
- 15) Take part in all aspects of school life, including outings and visits as decided upon with Senior Management.

## **Pastoral Care**

- 1) To help promote and safeguard the welfare of the children
- 2) To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them

This job description defines exhaustively the responsibilities attached to your post and is subject to the limits on working time set out in the Education School Teachers Pay and Conditions Order 1996, particularly those provisions whereby you are available for work at the Head Teachers direction for 195 days (of which 190 days shall be pupil days) and not more than 1265 hours per year.