



Our Lady of Peace Catholic Primary and Nursery School

PRIMARY SCHOOL TEACHER: JOB DESCRIPTION

Salary

The post holder will be paid on the appropriate point of the main scale.

Line of responsibility

The teacher is directly responsible to the Headteacher and Deputy Head teacher on curriculum matters and the year band leader for pastoral issues.

Job content

Strategic purpose

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.

Ensure that the Catholic Ethos of the school is supported and help to achieve the school's mission statement.

Core responsibilities

- **Teaching:**
 - Plan work in accordance with schemes of work and national curriculum requirements.
 - Take account of students' prior levels of attainment and use them to set future targets.
 - Set work when required for absent students.
 - Maintain good discipline by following the school's student disciplinary policies and procedures.
 - Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
 - Maintain excellent classroom management with due regard to health and safety policies.
 - Set appropriate and challenging work for all students.
 - Identify and work appropriately with 'special educational needs' students and 'academically more able' students.

- **Assessment, recording and reporting:**

- Keep appropriate records of students' work.
- Be accountable for the standards achieved and the process made.
- Mark and return work set, including any homework within an agreed and reasonable time.
- Use the school's marking scheme at all times.
- Carry out assessment programmes, as agreed by the school or department.
- Complete records of achievement in line with school policy.
- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

- **Pastoral work:**

- Monitor and set targets for the social and academic progress of all students in the class.
 - Endeavour to build up a good relationship with the students, so that they will look to the teacher for support and advice.
 - Command high standards of student behaviour and conduct at all times and support the school in its application of related policies.
 - Report issues of concern to the appropriate senior staff.
 - Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- The teacher will be part of the school's appraisal scheme. S/he will have a head of year who will set agreed targets for the year. The head of year will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
 - Attend and contribute to team and full staff meetings.
 - In relation to the school's strategic plan, contribute towards the goals and targets.
 - Maintain a professional interest in educational initiatives and developments.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.

- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document. S/he will be subject to the requirements of the Teaching Standards.
- The postholder will work under the general direction of the head teacher and may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All members of staff are required to participate in the school's appraisal scheme.
- SIGNED:.....POSTHOLDER
- DATE.....
- SIGNED.....LINE MANAGER
- DATE.....