

St Elizabeth's Catholic Primary School

'We listen, learn and grow with Jesus'



Job Description - Main Scale Teacher

JOB PURPOSE

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher:

- To be responsible for the Education and Welfare of a designated class in accordance with the requirements of the Conditions of Employment of School Teachers, as set out in the DfE document on Teachers' Pay and Conditions.
- To uphold and support the Catholic ethos of our school at all times.
- To display a high standard of professional behaviour and integrity at all times.
- To share in the whole school responsibility for the well-being and discipline of all pupils.
- To adopt the school's mission, thus providing a happy and secure environment where all children are valued.
- To build up positive and effective relationships with all parents, teachers, staff and governors reflecting the need for a strong partnership between home and school.
- To support activities organised for the benefit of the children and school.

Teach allocated pupils by planning and teaching to achieve progression of learning through:

Planning, teaching and class management

- To identify clear teaching objectives and specifying how they will be taught and assessed.
- To set tasks which challenge pupils and ensure high levels of interest.
- To set appropriate and demanding expectations.
- To set clear targets, building on prior attainment.
- To identify and cater for the needs of all pupils including those who are identified as having SEND or very able pupils.
- To provide clear structures for lessons maintaining pace, motivation and challenge.
- To make effective use of assessment and ensuring coverage of programmes of study.
- To ensure effective teaching and best use of available time.
- To maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behavior, standards of work and homework.

- To match approach to content, structuring information, presenting a set of key ideas and using appropriate vocabulary.
- To use effective questioning, listen carefully to pupils, giving attention to errors and misconceptions.
- To select appropriate learning resources and develop study skills through research, I.C.T. and other sources.
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To evaluate own teaching critically to improve effectiveness.
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- To encourage pupils to think and talk about their learning, develop self-control and independence, concentration , perseverance and listen skills.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development.

Monitoring, assessment, recording, reporting

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- To mark and monitor pupils' work and set targets for progress in accordance with school policy and with support and direction from strategic subject and assessment leads.
- To assess and record pupils' progress, monitor strengths and weaknesses to inform planning and recognise the level at which each pupil is achieving.
- To undertake assessment of pupils as requested by examination bodies and school procedures.
- To prepare and present informative reports to parents.

Curriculum Development

- To maintain an understanding the purposes, scope, structure and balance of the National Curriculum
- To lead or share a responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance (dependent upon experience).
- To contribute to the whole school's curriculum planning activities and development as requested.

As a teacher in this Catholic school all teachers are expected to have regard for and contribute to the Catholic ethos by;

Catholic Ethos

- assisting the Headteacher in maintaining and developing all that is distinctive in the nature of our Catholic school.
- participating fully in the Catholic Life of the school.
- promoting and integrating the school's Christian values into every aspect of school life.
- providing a model for the children of the Christian behaviour we expect and teach through the daily living out of Gospel values.
- actively involving the children in exploring, expressing and demonstrating their faith.
- allocating an area of the classroom as a focus for reflection/prayer and an RE display which reflects the Liturgical Year and/or the current theme.
- recording class contributions to Catholic Life.
- helping to ensure that the school co-operates with the wider church community in its life and mission.

Other Professional Requirements

- To have a working knowledge of teachers' professional duties and legal liabilities operating at all times within the stated policies and practices of the school.
- To maintain good subject knowledge across the primary curriculum to enable effective teaching.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to initiatives that support mental health, pastoral well-being and emotional welfare of pupils
- To work with other staff to ensure sharing and effective use of resources in order to benefit the school and its pupils.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To contribute to the wider life of the school through effective participation in meetings and other events.
- To take responsibility for own professional development.
- To liaise effectively with parents, governors and external agencies.
- To participate in the performance management system for the appraisal of own performance.

(Please refer to the teachers' standards, for a comprehensive list of key areas of activity)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Any questions about specific tasks should be directed to the Headteacher.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

EQUAL OPPORTUNITY and SAFEGUARDING

The post holder will be expected to carry out all duties in the context of and in compliance with St. Elizabeth's Catholic Primary School and Staffordshire County Council's Safeguarding, child protection and equal opportunities policies.