



# JOB DESCRIPTION

## Teacher

### Main Purpose

#### The Class Teaching will:

- Following, respecting and valuing the Mission Statement of St Thomas a Becket RC primary School which sets out the ethos and vision of the school
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Duties and Responsibilities

#### Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Add any other duties of particular relevance to your school

#### Whole School Organisation, Strategies and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Add any other duties of particular relevance to your school

#### Health, Safety and Discipline

- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and procedures for our school's Child Protection Policy
- Look after children who are upset and provide ongoing support to the children with their well being
- If trained in a Fire Marshall capacity, assist in supporting children and staff in evacuation due to a fire or for any other emergency.
- **Add any other duties of particular relevance to your school**

## **Professional Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## **Communication**

- Communicate effectively with pupils, parents and carers
- **Add any other duties of particular relevance to your school**

## **Working with Colleagues and Other Relevant Professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Keep Senior Leaders accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction and guidance of the Senior Leadership Team
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With year group colleagues and Senior Leaders continue to accurately inform and discuss the performance and progress or concerns they may have about the pupils.

## **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity.

## **Teachers with Additional Responsibilities**

### **Management of Staff and Resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Safeguarding**

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

### **Working with Colleagues and Other Relevant Professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-School Organisation, Strategy and Development**

- Make a positive and spiritual contribution to the ethos and wider life of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

### **Health and Safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and procedures for our school's Child Protection Policy
- Look after children who are upset and provide ongoing support to the children with their well being
- If trained in a Fire Marshall capacity, assist in supporting children and staff in evacuation due to a fire or for any other emergency.

## Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school through training and other sources which may be needed to adapt your support to cater for children's specific needs.
- Take part in the school's appraisal procedures.

## Notes:

This job description may be amended at any time in consultation with the post holder.