



## Sacred Heart Catholic Primary School, a Voluntary Academy

### MAIN SCALE TEACHER Job Description June 2021

<p><b>Effective communication and engagement with children, young people, their families and carers.</b></p> <p><b>Effective communication with all those involved in the education and welfare of the children.</b></p>	<ul style="list-style-type: none"> <li>• Develop good working relationships with parents, keeping them well informed and involved whenever possible in their child's education.</li> <li>• To develop good quality relationships with staff, children, parents, governors and all agencies involved.</li> <li>• Participate and contribute to all methods of communicating with the stakeholders.</li> </ul>
<p><b>Child and young person development</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible.</li> <li>• To work as a member of a staff team to plan and deliver a broad, balanced, relevant and differentiated curriculum, catering appropriately for the intellectual, physical, social and emotional needs of individual children according to the requirements of the National Curriculum and agreed school policies.</li> <li>• Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress.</li> <li>• To maintain appropriate records of individual children's work and progress, implementing agreed assessment procedures, as may be necessary in accordance with national and local requirements and to make these available to the Head, colleagues and others as may be required.</li> <li>• Monitor the progress of pupils for whom the post holder is responsible to set expectations and give constructive feedback.</li> <li>• Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate,</li> </ul>
<p><b>Safeguarding and promoting the welfare of the child</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<p><b>Supporting transitions</b></p>	<ul style="list-style-type: none"> <li>• Liaise with other teachers to support transition of children from Year to Year. If needed to liaise with high schools providing early transition opportunities for end of Key Stage 2.</li> </ul>

<b>Multi agency working</b>	<ul style="list-style-type: none"> <li>• Work co-operatively and positively with all the agencies to ensure the needs of each child are being met.</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Maintain appropriate records to demonstrate progress made by pupils and to monitor any behaviour issues.</li> <li>• Share with the other members of staff the responsibility for the pastoral care and general well-being of the children.</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Make an active contribution to the policies and aspirations of the school.</li> <li>• Fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.</li> <li>• Achieve any performance criteria or targets arising from the School's Performance Management arrangements.</li> <li>• To attend relevant staff meetings and professional development days in accordance with the reasonable professional expectations of the Head Teacher and the Conditions of Service.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the Single Equality Scheme.</li> <li>• Develop own and team member's understanding of equality issues.</li> <li>• Fulfill all of the responsibilities and duties required by the School's policies on teaching and learning.</li> </ul>

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and Catholic ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these.