

# St Mary's RC Primary School

## **JOB DESCRIPTION** FOR TEACHERS

*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 governors will appoint a person who can show by example and from experience that they support the Catholic ethos of the school. The appointment is subject to the current conditions of service for Teachers other than those of the Headteacher contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.*

### **MISSION STATEMENT**

St. Mary's School is committed to providing the best possible education for all children and to developing each child's full potential. The teachings of Christ inform all our efforts and the way in which we treat one another.

We seek to provide an orderly, stimulating environment in which effort and personal success are rewarded, special gifts are catered for and needs are met.

### **POST TITLE**

Classroom Teacher

**MAIN PAY SCALE** Pay Range (M1 £32,157 - M4 £42,624)

### **PURPOSE OF THE JOB**

- To undertake the professional duties of a school teacher.
- To promote the ethos of our Catholic school within the context of our mission statement
- To ensure the safety and well-being of all pupils in accordance with relevant legislation and school policies and procedures
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and ensure delivery of high quality teaching and learning for which the teacher is accountable.

### **RESPONSIBLE TO**

The Headteacher

### **EMPLOYMENT DUTIES**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.

## **TEACHER**

### **JOB DESCRIPTION**

#### **Policy and legal framework**

The teacher will work within the framework of:

- School Teachers' Pay and Conditions Document
- The national legislation of the National Curriculum
- School policies, schemes on the curriculum and school organisation
- LA policies, in particular those relating to curricular aims and principles and to the equality of opportunity.

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development or Improvement Plan. The Teacher assists the Headteacher and Leadership Group to develop a vision and strategic view for the school in its service to the community.

#### **Main Activities and Responsibilities**

*The teacher will work with the Governors, Headteacher and Senior Management Team in:*

- Fulfilling the school's Mission Statement
- Implementing the educational aims, policies, objectives and targets of the school and ensure that the curriculum policy of the Governing Body and meets statutory requirements
- Teaching pupils at the school making this relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs
- Cooperating with the Headteacher and Leadership Group in monitoring and evaluating the performance of the school and its achievements as a Catholic school
- Ensuring that the Diocesan policy on Religious Education is fulfilled
- Fulfilling statutory duties in relation to the curriculum including the National Curriculum
- Including arrangements for the daily act of collective worship in accordance with the norms of Catholic worship and the wider spiritual life of the school
- Motivating pupils through interest, encouragement and recognition of each pupil's unique value
- Contributing to the production of the School Improvement Plan
- Implementing the Governing Body's policies on equal opportunities

#### **Teaching and Learning**

##### **1. Planning, Development and Co-ordination**

*In this area the teacher's role is:*

- To set challenging teaching and learning objectives relevant to all pupils in their classes
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils' learning
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- To contribute to teaching teams, meetings and events

- To plan for the deployment of any support staff who are contributing to pupils' learning
- To plan opportunities for pupils to learn in out of school contexts
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines
- To implement and review the School Improvement Plan in conjunction with the Senior Management Team and/or line manager
- To develop and audit schemes of work and other documentation related to a specific curriculum area within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met
- To develop strategies to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning in a specific curriculum area
- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice
- To manage the resources available for a specific curriculum area and make recommendations in order to maintain and develop curriculum provision

## **2. Teaching and Class Management**

- To have high expectations of pupils and build successful relationships centred on teaching and learning
- To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, making learning objectives clear and employing interactive teaching methods and collaborative group work
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls, enabling pupils from the different cultural and ethnic groups to make good progress
- To organise and manage teaching and learning time effectively
- To organise and manage the physical teaching space safely and effectively with the help of support staff where appropriate
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy
- To anticipate and manage pupils' behaviour constructively and promote self-control and independence
- To use ICT effectively in delivery of teaching and learning
- To take responsibility for teaching a class or classes over a sustained and substantial period of time
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils to learn independently
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning
- To recognise and respond effectively to equality issues as they arise in the classroom, challenging stereotyped views, bullying and harassment in accordance with school policy and procedures

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in regular meetings as required
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements

### **3. Monitoring and assessment**

- To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives
- To use monitoring and assessment information to inform and improve planning and teaching
- To monitor and assess the effectiveness of learning activities and provide ongoing and constructive feedback to support pupils as they learn
- To involve pupils in reflecting on, evaluating and improving their own performance and progress
- To assess pupils' progress accurately against appropriate standards
- To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional, and social difficulties
- To identify the levels of attainment of pupils' learning English as an additional language and identify and provide learning activities that ensure cognitive challenge as well as language support
- To record pupils' progress and achievements systematically, providing evidence of the range of their progress and attainment over time to inform planning
- To report on pupils' attainment to parents, carers, other professionals and pupils as appropriate

### **4. Specific duties relating to this post**

- To work as part of a team in a specified curriculum area and take responsibility for aspects of its development
- To promote these aspects in a positive and professional manner to engender confidence and understanding in staff, pupils and the community
- To carry out the assigned aspects of responsibility within your curriculum team in a professional manner and to a high standard
- To participate in arrangements for further training and the continuing development of your own professional skills and knowledge and those of colleagues through reading, attendance at courses and leading appropriate inset
- Where appropriate, to liaise with senior members of staff and governors and to keep the assigned aspects in your area of responsibility under review, amending guidelines as necessary, after consultation with team leaders and other colleagues and with the approval of the Headteacher

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

### **5. Working time**

- A full-time teacher shall be available for work for 195 days in any given year of which a 190 days shall be days on which she/he may be required to teach pupils, in addition to carry out other duties.
- Subject to this, a full-time teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1,265 hours in any

year (12 months from September 1st), excluding time spent in traveling to or from the place of work.

- A teacher shall not be required under his/her contract as a teacher to undertake mid-day supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 1:30pm.
  - A teacher shall, in addition work such additional hours as may be needed to be enable her/him to discharge effectively her/his professional duties, including marking of pupils' work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose beyond their 1,265 hours shall not be determined by the employer but shall depend upon the work needed to discharge the teachers functions.
  - The teacher will be entitled to 10 per cent PPA time.
  - The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you.
- 6.** It is your responsibility to have regard to the safeguarding and promote the welfare of all pupils and be aware of and comply with policies and procedures relating to child protection, pupil welfare, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required.

The teacher should sign both copies of this job description, one to be retained and one for the head teacher

Signed..... Date.....

Signed..... Date.....

September 2020