



**St Joseph's
CATHOLIC PRIMARY SCHOOL**

*"Jesus light our way on our faith journey.
Be our guide, our joy and hope,
as we learn, live, love and pray together"*

Rocky Lane, Nechells, Birmingham, B7 5HA

Tel: 0121 464 8140

Email: enquiry@stjosb7.bham.sch.uk

Website: www.stjosb7.bham.sch.uk

Headteacher: Mrs M Ashley



PPA / Cover Teacher + Subject Leader Responsibility Job Description

Post: PPA / Cover teacher + Subject Leader Responsibility

Responsible to: Members of the SLT

Main purpose of the post:

To contribute to the provision of high-quality Teaching and Learning for all Key Stages at the school, ensuring maximum success for all. To be a role model for the school community and raise levels of pupil achievement.

Specific Duties:

General
To work closely with the EYFS, KS1 and KS2 Phase leaders and members of the SLT to ensure that the visions and ethos for St Joseph's Catholic Primary School are effective and pertinent to all aspects of school life.
To be an outstanding practitioner and carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of St Joseph's Catholic Primary School.
To establish good relationships, encourage good working practices.
To support and promote the Catholic ethos of the school.
To support and help develop the school's policies and actively promote high levels of achievement in EYFS, Key stage 1 or Key stage 2.
To develop children to and above national standards.
To keep up-to-date with, and remain knowledgeable about, the requirements of the curriculum and national guidelines.
Main Duties
To ensure children make at least good progress.
To plan and deliver a child centred creative and stimulating curriculum.
To teach classes, groups or individuals as assigned by the EYFS, KS1 or KS2 Phase Leader or a member of the SLT.
To ensure the curriculum supports a range of learning styles and develops children's independence.
To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
To work with colleagues in developing an engaging curriculum.
To maintain an attractive and stimulating classroom environment and contribute to making the whole school environment stimulating.
To ensure all pupils are able to learn and achieve to the best of their various abilities.
To ensure the requirements for EYFS, Key Stage 1 or Key Stage 2, including the arrangement of assessments, are met.
To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
To work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.



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To organise opportunities for pupils which are appropriate to the curriculum.
To share and model outstanding practice.
To maintain good order and discipline among pupils and safeguard their health and safety.
To line manage support staff effectively.
To make appropriate educational provision for children with SEND and those learning EAL, with support from the SENDCO.
To attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
Subject Leader Main Duties
To lead a non-core subject across the school (subject to be negotiated).
To develop the profile of the subject across the school.
To monitor and evaluate the teaching and learning of the subject across the school.
To support staff in the delivery of the subject.
Communication
To develop and maintain effective relationships with parents, colleagues, the governing body and the local community.
To develop and maintain links with support services.
To actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in school.
To ensure parents are well-informed about the curriculum as well as their child's progress and targets.
To provide necessary information to the governing body to ensure it meets its responsibilities.
To liaise with other colleagues to ensure a smooth transition for all pupils in the class.
To work with the SENDCO to ensure pupils with SEND are appropriately supported.
To work with the DSL and the deputies to ensure safeguarding is promoted.
Additional duties
To promote and safeguard the welfare of all pupils.
To ensure a high standard of care for pupils is consistently maintained.
To act as a role model.

You are required to perform any such tasks, or duties, that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

Please email completed applications to: recruitment@stjosb7.bham.sch.uk

Closing Date of Application: 12:00pm on Monday 14th October 2024



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Personal Specification

Essential	Desirable
<p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • Qualified teacher status • Experience of teaching in EYFS, Key Stage 1 or Key Stage 2 	<ul style="list-style-type: none"> • Training for the whole primary age range. • First Aid Training • Knowledge and experience of personalised learning / adaptive teaching.
<p><i>Experience</i></p> <ul style="list-style-type: none"> • Teaching experience in EYFS, Key Stage 1 or Key Stage 2 with proven ability as a classroom practitioner. • Ability to provide a stimulating and challenging classroom environment for all pupils. • Experience of working with pupils with SEND and EAL. 	<ul style="list-style-type: none"> • Classroom experience in the Foundation stage, Key Stage 1 and Key Stage 2. • Experience of working with and supervising other adult support within the classroom (teaching assistants, parent helpers, students). • Experience of supporting and promoting the Catholic ethos of a school. • Experience of leading a team.
<p><i>Specialist Knowledge</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of a board, balanced and relevant curriculum. • Excellent behaviour management skills. • A secure understanding of the processes by which children learn. • Ability to adapt the curriculum to meet the needs of all achievers. • Competent in the use of ICT across the curriculum especially in relation to the use of whiteboard technology. • Understanding and use of assessment to inform future teaching and learning. • Competent in the use of observational assessment to inform further learning. • A willingness to work on one or more curriculum areas. • The promotion of good behaviour through self-discipline. • To be able to work creatively and sensitively with children. • The ability to work as part of a team. 	<ul style="list-style-type: none"> • A well-developed knowledge of a particular curriculum or specialist area. • An understanding of a whole school approach to improvement and raising standards. • Effective use of ICT to support planning and assessment. • Familiarity with the SEN Code of Practice. • Familiarity with the delivery of Essential Letter and Sounds.
<p><i>Personal Qualities</i></p> <ul style="list-style-type: none"> • A highly professional approach to their work. • Great energy, enthusiasm and hope. • A real drive to make things happen. • A passionate desire to make a difference. • Excellent communication skills. • Ability to work under pressure. • Ability to lead a subject area. • Be able to anticipate workload and plan ahead. 	<ul style="list-style-type: none"> • The desire for further career progression. • Ability to effectively lead a team and work collaboratively with parents/carers. • Able to manage time effectively.