



Executive Headteacher: Mr Rob Barraclough
Head of School: Mr John Molyneux

St Austin's Catholic Primary School, a Voluntary Academy
Back Duke of York Street, Wakefield, WF1 3PF

Telephone: 01924 339435 **Email:** headteacher@sa.bkcat.co.uk
Website: www.sa.bkcat.co.uk

Mission Statement

St Austin's Catholic Primary School is a school of faith, achievement, care, quality and opportunity for all. It is a community where we live, love, learn and laugh together in God's presence, promoting Gospel values and the teachings of the Catholic Church.

A place where:

- through our faith and worship, and by living the message of Christ in our community, we will develop partnership between governors, staff, pupils, families and parishes.
- for many, through its clear and visual Catholic identity, Christ and his church are encountered.
- we aim to provide the highest standard of education, where every child matters and where safety, wellbeing, enjoyment, tolerance, respect and dignity are reflected in all aspects of school life.
- all are cherished for who they are as much as for what they achieve, and all achievement is recognised and celebrated.

POSITION:	Class Teacher
REPORTS TO:	Head Teacher
RESPONSIBLE FOR:	Curriculum area to be agreed
GRADE:	Teachers Pay & Conditions

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and Local Authority (LA) and school policies.



MAIN ACTIVITIES

JOB DESCRIPTION - TEACHER

The duties and responsibilities of a Teacher shall include the following:

Overall Functions

- To promote the mission of the school
- To teach and educate students according to guidelines provided by the National Curriculum Framework under the overall guidance of the competent education authority;
- To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School or Head of Unit.

Main Responsibilities

- Planning, preparing and delivering lessons to all students in the class;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
- Assigning work, correcting and marking work carried out by his/her students;
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students;
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
- Participating in arrangements within an agreed national framework for the appraisal of students' performance;
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the National Curriculum Framework guidelines;
- Advising and co-operating with the Headteacher and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral care arrangements;
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Headteacher or his representative;
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities;
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times;

- Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organisation and administration of the school;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Headteacher;
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance;
- Participating in school assemblies;
- Registering and monitoring the attendance of students under one's care;
- Sharing in any possible and reasonable way in the effective management, organisation, order and discipline of the school;
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners;
- Participating in and contributing to Individualised Learning Plans and Educational Healthcare Plans, including the reviews of pupils with EHC's and collaborating with parents, SMT, Inclusion Coordinators and other professionals/stakeholders working with the student;
- Direct and manage the work being carried out by the Support Assistants in class;
- Liaising and collaborating with specialist teachers/resource persons and other professionals working with statemented students;

KEY ORGANISATIONAL OBJECTIVES

The Postholder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Criminal Records checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Disclosure and Barring Service regarding any convictions against them and, as appropriate the nature of such convictions.