

School name: St Mary's Catholic Primary School

Teacher's Name:

Salary Range and Point: MS

Date: September 2018



The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of East Anglia.

The general duties and responsibilities of the role are:

- i) To carry out the statutory tasks as laid down in the current School Teachers' Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the governing body.
- ii) To contribute to the Catholic life of the school community, rooted in the Eucharistic communities it serves

The teacher will exercise his ministry through the following job description of general and specific educational and managerial responsibilities under the immediate directions of the Head teacher to whom he will be responsible.

This job description may be amended at any time following consultation with the Head teacher, and will be reviewed annually.

1 Classroom Practice

- i) Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school
- ii) Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection
- iii) Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained
- iv) Plan and organize the work of the class and deliver it in accordance with school policies and the requirements of the National Curriculum

- v) Assess and record each pupil's progress systematically in line with current school procedures and use the results to inform planning
- vi) Mark and monitor class work and homework, providing constructive feedback and set targets for further progress
- vii) Frequently, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate

2 Subject Responsibilities

- i. To strategically plan to ensure the following in line with school policy:
 - Plan and measure all actions against their impact on pupils
 - Rigorously monitor the quality of plans against Ofsted criteria
 - Ensure all aspects of provision support the culture and ethos of the school
- ii. Resources and budget:
 - Manage the designated budget, prioritising the replacement of existing resources and purchase of additional resources
 - Order and manage resources
 - Carry out audits of school resources and be familiar with the use of existing resources
 - Extend knowledge of available resources
 - Ensure all staff are aware of resources and their location
 - Prepare a budget bid taking into account priorities of the SDP
 - Ensure processes and systems are in place to evidence consistency of practice against agreed school policies
- iii. Teaching and curriculum
 - Update schemes of work to meet changing requirements
 - Have a good working knowledge of the NC requirements, identify and fill gaps in knowledge and keep up to date with any changes
 - Monitor long term and medium term planning ensuring consistency, balance, relevance to the NC, differentiation and progression
 - Ensure / monitor provision for all pupils with particular reference to vulnerable groups
 - Monitor children's work / talk to children
 - Monitor levels attained by pupils and plan strategies to support and improve
 - Ensure medium term objectives are resourced appropriately and delivered to meet the needs of the children
 - Ensure pupils are engaged in their learning by providing a personalised curriculum that is both contextualised and relevant
- iv. Liaison with colleagues
 - Read currently literature and inform staff
 - Support other teachers by working alongside, either with or without children
 - Work with governors when required and keep them informed of curriculum changes and levels attained by pupils
- v. Meetings
 - Lead staff meetings and parents' meetings eg. Introducing new equipment, resources, skills, schemes of work, changes of policy
 - Attend pyramid and cluster meetings

- Attend courses and provide feedback to staff
- Engage in professional dialogue that improves the quality of provision at school both operationally and strategically

3 Other Professional Requirements

- i) Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
- ii) Ensure other adults working within the classroom are clear about their role
- iii) Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
- iv) Take responsibility for your own professional development and on-going formation
- v) Safeguard self from the destructive dangers of over-work and at all times seek to retain a healthy balance in your professional and personal life
- vi) Have a secure knowledge and understanding of the subjects taught
- vii) Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice
- viii) To continue to meet the teachers' standards
- ix) Such duties of a similar nature as may reasonably be directed by the Headteacher.

Note:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder.

In any event the Headteacher reserves the right to review and amend the job description.