

# TEACHER JOB DESCRIPTION

## ST MARY'S CATHOLIC PRIMARY SCHOOL

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 an excellent teacher who can show by example and from experience that he or she will work with the Head Teacher to ensure that the high standards of teaching and learning are maintained. The appointment is subject to the current conditions of service for main scale teachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.

### KEY AREA OF RESPONSIBILITY 1: Teaching and learning

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The teacher works with the Head Teacher to secure and sustain effective teaching and learning.

### MAIN TASKS

1.1 Work with the Head Teacher in organising and implementing in collaboration with other appropriate persons or bodies, a curriculum which:

- Follows the curriculum policy of the governing body and meets statutory requirements.
- Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs.
- Ensures the Diocesan policy on Religious Education is fulfilled.
- Fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
- Includes arrangements for the daily act of collective worship and the spiritual life of the school.

1.2 Work with the Head Teacher in developing means whereby:

- School policies on curriculum, assessment, recording and reporting inform effective teaching and learning.
- The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils.
- Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school.
- There is continuity of learning and of progression for all pupils.
- Challenging targets are set for pupil attainment leading to improvement.

1.3 Work with the Head Teacher in providing a curriculum for spiritual, moral, social and cultural development of all pupils.

1.4 Work with the Head Teacher to promote:

- Pupils' self-discipline.
- Respect for self, others and authority.
- Good behaviour on and off school premises in accordance with any written directions of the Head Teacher.

1.5 Work with the Head Teacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

## **KEY AREA OF RESPONSIBILITY 2: Accountability**

In a Catholic school, the teacher fulfils his or her responsibilities as specified by the Head Teacher and in accordance with the school's Mission Statement.

### **MAIN TASKS**

2.1 In relation to the governing body:

- To advise and assist in the exercising of its functions when requested.

2.2 In relation to parish and the community; work with the Head Teacher by:

- Developing and maintaining positive relationships with the parish communities.
- Promoting a positive image of the school in accordance with the Mission Statement.

2.3 In relation to the Diocese:

- To recognise the authority of the Bishop in relation to the provision of education in the Diocese.
- To work where required with Diocesan Authorities.

2.4 In relation to parents and those with parental responsibility, work with the Head Teacher in:

- Building an effective partnership between the school and parents recognising them as the first educators of their children.
- Promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
  - The school curriculum.
  - The progress of their children.

2.5 In relation to the Local Authority and as directed by the Head Teacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school.

2.6 In relation to other schools, colleges and educational bodies. Work with the Head Teacher by:

- Promoting a continuity of learning, progression of achievement and curriculum development.
- Maintaining effective liaison.
- Maintaining effective relationships with other schools and especially with other Catholic schools in matters of common concern.

The Head Teacher and Governors of St Mary's Catholic Primary School wish to appoint an excellent teacher. The successful candidates will join a strong team of teaching staff committed to ensuring all children in the school achieve the very best they can.