



JOB DESCRIPTION – Teacher Full Time

Post: Teacher (MPS/UPS)

School: St Joseph's RC Academy, Todmorden

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies, under the direction of the Head Teacher.

The appointment is with the Romero Catholic Academy Trust Board of Directors as employer under the terms of the Catholic Education Service Contract. It is also subject to current conditions of employment of school teachers, contained in The School Teachers' Pay and Conditions Document and other current educational and employment legislation.

Areas of Responsibility and Key Tasks

1. Christian Ethos

To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Roman Catholic school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

- 1.1 To attend, take part in and lead acts of collective worship in accordance with the Governing Body's policy.
- 1.2 To implement the policy of the Governing Body on Religious Education.
- 1.3 To ensure that pupils have a safe and caring environment both in school and on out of school activities.
- 1.4 To foster good relationships with all members of the school and local community including parents.
- 1.5 To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- 1.6 To celebrate the successes of the school at every opportunity
- 1.7 To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- 1.8 To perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

2. Planning, Teaching and Learning.

Within the context of a Roman Catholic Primary School, the search for excellence pursued through teaching and learning takes place in the context that each one of us has been made in the image of God and has unique aspirations to fulfil here on earth with a definite purpose for our being.

- 2.1 To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching, and evaluating, as required by the school's policies.
- 2.2 To teach, according to their educational, social and emotional needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.

- 2.3 To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- 2.4 To manage pupil behaviour in a positive and effective manner.
- 2.5 To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
- 2.6 To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- 2.7 To set targets for individual pupils as required.
- 2.8 To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, co-operate with persons or bodies outside the school and participate in meetings as necessary.
- 2.9 To promote the general progress and wellbeing, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to him/her.
- 2.10 To help organise and participate in educational visits for pupils to enrich the curriculum and raise their aspirations for the future.

3. Discipline, Health and Safety

Formed through the understanding that each child is God-made and God-given, our expectations for behaviour are undoubtedly high, whilst always following Jesus' example of love and reconciliation; enabling children to develop and learn from their mistakes in a forgiving climate.

- 3.1 To be proactive in responding professionally to any safeguarding concerns that may arise with any pupil within the school.
- 3.2 To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

4. Curriculum Development

In our school, the unique contribution of each staff member, valued and loved by God, forms the very heart of our faith community and shapes the experiences our children are exposed to. We celebrate our staff and the talents they bring to help define the curriculum and the many ways they can enrich our children's lives.

- 4.1 Have lead responsibility for aspects of the school's curriculum and develop plans which identify clear targets and success criteria for its development and / or maintenance; (N/A to ECTs in their first year)
- 4.1 Contribute to the whole school's planning activities.

5. Training Development

As part of Romero Catholic Academy Trust, our work is inspired by the words of Saint Oscar Romero, 'Aspire not to have more but to be more'. As teachers, we continue to learn and are committed to channelling energy and resources into constantly making improvements both to fulfil our own vocations and improving the outcomes and achievements for our pupils.

- 5.1 Contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of a team;
- 5.2. To be committed to personal professional development and to participate in the school's system of performance management;
- 5.3 To contribute as appropriate to the professional development of colleagues;
- 5.4 To participate in meetings with other staff to review curricular, pastoral and organisational or administrative matters affecting the school;

- 5.5 To supervise and support the work of teaching and learning assistant, including volunteers;
- 5.6 To participate in annual training linked to the role;
- 5.7 Participate in staff meetings and network meetings at school, authority or Trust level;
- 5.8 Organise and lead subject specific staff meetings where appropriate;
- 5.9 Support co-ordinators and staff where appropriate in fulfilling their own roles.

6. Communication:

In the context of a Roman Catholic school, the impact of effective communication between all stakeholders enables the God given talents of each pupil and staff member to be recognised and nurtured during their time with us.

- 6.1 Actively contribute to the exchange of ideas and strategies between year groups within the key stages with which you work.
- 6.2 Oversee the efficient transfer of pastoral and academic information to meet the needs of the pupils and subject leaders.
- 6.3 Keep parents informed of their child's social and academic progress through regular dialogue, informative reports and parents' consultation evenings.

Guaranteed planning and preparation time

PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time (and for this purpose "time-tabled teaching time" means the aggregate period of time in the school time-table during which the teacher has been assigned by the Head in the school time-table to teach pupils).

PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects.