



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **JOB DESCRIPTION**

#### **Mission Statement**

St. Mary's Catholic Primary School offers a distinctive Catholic education within a caring, welcoming, Christian community, where everyone can feel valued, confident and secure; and have the opportunity to reach their full potential.

We believe that each person is unique, talented and loved by God.

*"You must shine among them like stars lighting up the sky!" (Philippian 2:15)*

By working in partnership with parents, parish and community, we aim to create a challenging, stimulating and effective learning environment, where Christ is our inspiration.

**POST TITLE:** Teacher – Maternity Cover

**GRADE:** Main / Upper Pay Scale

**RESPONSIBLE TO:** Executive Headteacher of St. Mary's Catholic Primary School

This appointment is with the Local Governing Committee (LCG) of the school under the terms of the Catholic Education Service contract signed with the LGC as employers.

The LGC will appoint a practising Catholic, where possible, or another person who can show by example and from experience that he or she will exercise the ministry of a teacher with the Executive Headteacher and Leadership Group giving appropriate witness to ensure that the school is Catholic in all its aspects.

The appointment is subject to the current conditions of service for Teachers other than the Executive Headteacher contained in the School Teachers' Pay and Conditions document and other current employment legislation.

## **KEY AREAS OF RESPONSIBILITY**

### **1. THE DEVELOPMENT OF THE SCHOOL**

The strategic development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development or Improvement Plan.

The Teacher assists the Executive Headteacher and Leadership Group to develop a vision and strategic view for the school in its service to the community.

#### **MAIN TASKS**

Work with the Executive Headteacher and Leadership Group in:

- 1.1 fulfilling the Mission Statement;
- 1.2 implementing the educational aims, policies, objectives and targets of the school;
- 1.3 teaching pupils at the school;
- 1.4 cooperating with the Executive Headteacher and Leadership Group in monitoring and evaluating the performance of the school and its achievements as a Catholic school;
- 1.5 motivating pupils through interest, encouragement and recognition of their unique value;
- 1.6 contributing to the production of the School Improvement Plan;
- 1.7 implementing the LGC's policies on equal opportunities.

### **2. 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 Executive Headteacher and Leadership Group to provide effective teaching and learning throughout the school. He or she cooperates with the Executive Headteacher and Leadership Group in monitoring and evaluating the quality of teaching and standards of attainment, using relevant data and setting targets for improvement.

#### **MAIN TASKS**

- 2.1 Work implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
  - a) Follows the curriculum policy of the LGC and meets statutory requirements;
  - b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs and disabilities;
  - c) Ensures the Diocesan policy on Religious Education is fulfilled;

- d) Fulfils the statutory duties in relation to the Curriculum, including the National Curriculum;
  - e) Includes arrangements for the daily act of Collective Worship in accordance with the norms of Catholic worship and the wider spiritual life of the school;
- 2.2 Work with the Executive Headteacher and Leadership Group in ensuring that;
- a) School policies on curriculum, assessment, recording and reporting are implemented in order to provide effective teaching and learning;
  - b) The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
  - c) Information on pupil progress is used to inform teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid LGC in fulfilling their responsibilities for the school;
  - d) There is continuity of learning and progression of pupils;
  - e) Challenging targets are set for pupil attainment leading to whole school improvement.
- 2.3 Work with the Executive Headteacher and Leadership Group in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 Work with the Executive Headteacher and Leadership Group in ensuring appropriate pastoral care and guidance for all, according to the Mission Statement.
- 2.5 Work with the Executive Headteacher and Leadership Group in determining appropriate pupil groupings which reflect the values of the Mission Statement.
- 2.6 Work with the Executive Headteacher and Leadership Group to determine and publicise the means for:
- a) Pupils' self-discipline;
  - b) Respect for self, others and authority;
  - c) Good behaviour on and off school premises.
- 2.7 Work the Executive Headteacher and Leadership Group in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

### **3. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of our community.

#### **MAIN TASKS**

Work with the Executive Headteacher and Leadership group in:

- 3.1 making the best use of the time and efforts of Classroom Assistants, Learning Support Assistants and other adults to enhance the learning of groups and individuals;
- 3.2 using resources, including time and energy, efficiently and effectively to meet the school's aims and objectives in accordance with the school's Mission Statement and School Development Plan;
- 3.3 providing an attractive environment which expresses the Catholic identity of the school, stimulates learning and the appearance of the school.

#### **4. WIDER PROFESSIONAL EFFECTIVENESS**

Take responsibility for the professional development by:

- 4.1 taking action to keep up to date in developments in curriculum and teaching methods;
- 4.2 making good use of the outcomes of monitoring and the school's performance management arrangements in order to improve the quality of their teaching.

#### **5. ACCOUNTABILITY**

In a Catholic school the Class Teacher fulfils his or her responsibilities as specified by the Executive Headteacher and Leadership Group and in accordance with the school's Mission Statement.

##### **MAIN TASKS**

- 5.1 In relation to the LGC:
  - a) To assist in the exercising of its functions when requested;
  - b) To attend meetings of and report to the LGC as required.
- 5.2 In relation to parish(es) and the community:

Work with the Executive Headteacher and Leadership Group in helping to:

  - a) Develop and maintain positive relationships with the parish community;
  - b) Ensure that the school recognises and meets its responsibilities in the life of the local community;
  - c) Develop relationships with local employers for the benefit of the pupils and the school;
  - d) Promote a positive image of the school in accordance with the Mission Statement.
- 5.3 In relation to the Diocese:
  - a) To recognise the authority of the Bishop in relation to the provision of education in the Diocese;
  - b) To work where required with Diocesan Authorities.
- 5.4 In relation to parents and those with parental responsibility:

To work with the Executive Headteacher and Leadership Group in:

- a) Building an effective partnership between the school and parents recognising them as the first educators of their children;
  - b) Promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
    - a. The progress of their children;
    - b. The school curriculum;
    - c. Other matters relating to teaching methods and organisation;
    - d. And opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.
- 5.5 In relation to National Government, the Local Education Authority and as directed by the Executive Headteacher and Leadership Group, to cooperate with officers and support services; this to include inspection, monitoring and evaluation of the school.
- 5.6 In relation to other schools, universities, colleges and educational bodies, work with the Executive Headteacher and Leadership Group:
- a) By promoting continuity of learning, progression of achievement and curriculum development;
  - b) By arranging for effective transition and induction of pupils;
  - c) By maintaining effective liaison;
  - d) By maintaining effective relationships with other schools, and especially with other Catholic schools in matters of common concern;
  - e) By providing training and work experience placements for school, university and college students as appropriate and in accordance with the school policy.

## **6. SCHOOL SPECIFIC RESPONSIBILITIES**

*This job description will be reviewed as part of the performance management process, and may be initiated at any other time by either the post holder or the Executive Headteacher.*