



## ST THOMAS MORE CATHOLIC FIRST SCHOOL

*Learning, loving and living together with Christ*

### JOB DESCRIPTION



#### **JOB DESCRIPTION Temporary KS2 Teacher to cover maternity leave.**

**DATE:** 1<sup>st</sup> September 2021 – 24<sup>th</sup> April 2022 **SALARY GRADE:** Main Scale 1-6

**As an employee in a Catholic school, you are required to have regard to the Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interests of the same.**

The School is committed to safeguarding and promoting the welfare of children. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire the relevant abilities, skills and knowledge to carry it out.

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and because of the sensitive nature of the duties that the post holder will be required to have an enhanced Disclosure and Barring Service check.

This job description may be amended at any appropriate time, following consultation between the Head Teacher and Teacher and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

#### **Core Purpose of Post**

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.

To continue to meet the required standards for Qualified Teacher Status as set out in the Teaching Standards document.

The post holder may be required to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility.

#### **General Duties and Responsibilities**

##### **Knowledge and Understanding**

- Have knowledge of and keep up to date with PSHE and Citizenship, the National Curriculum and the agreed Catholic Syllabus for Religious Education.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Select and make good use of technical skills for classroom and management support.
- To ensure that the School's aims and objectives are promoted at all times in relation to the Curriculum, Health and Safety, Equal Opportunities and Child Protection Policies.
- Understand and know how comparative national, local and School data including National Curriculum test data, can be used to set clear targets for pupils' achievement.

## **Planning, Teaching and Class Management**

- Plan and deliver the teaching programme for all pupils within the class in relation to PSHE and Citizenship, the National Curriculum and agreed Catholic Syllabus for Religious Education with regard for the School's vision statement, own policies and schemes of work.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- To foster each child's self-image, esteem and spirituality, through relationships which are based on the Gospel values and Christ at the Centre.
- Be familiar with the Code of Practice, identification and assessment of children with special educational needs and disability (including EAL) in order to make appropriate educational provision for the children.
- To create a secure, happy and stimulating classroom environment with resources, equipment and materials that are properly cared for, easily accessible and encourage children to become more responsible for their own learning.
- To take responsibility for the management of other adults in the classroom.
- Evaluate your own teaching critically to improve effectiveness.

## **Monitoring, Assessment, Recording, Reporting and Accountability**

- Assess and record each pupil's progress systematically with reference to the School's current practice, including the social progress of each child and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Provide reports on individual progress to the Head Teacher and parents as required.

## **Other Professional Requirements**

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect to the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

ALL TEACHERS ONCE PAST ECT PERIOD WOULD BE EXPECTED TO LEAD THE MANAGEMENT OF COMPUTING

## **Responsibilities of the Subject Leader**

### **1. Strategic Leadership and direction**

- To provide strategic leadership for the development and management of Computing throughout the school.
- To develop and monitor schemes of work for Computing across the whole school and ensure successful implementation which meets curriculum requirements.
- To support the school's system for review and evaluation, and contribute and assist the School Improvement Plan as appropriate.

- To lead by example; providing inspiration and motivation for pupils, staff, governors and parents with respect to the vision, purposes and leadership of the school.

## **2. Teaching and learning**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils throughout school.
- To arrange and promote Computing curriculum activities within the school.
- To be aware of and cater for children's individual needs, liaising with the SENDCO, other schools and the community.
- To keep own subject knowledge up to date through reading, attendance at meetings and courses.
- To take the lead in developing consistent and exemplary teaching and learning throughout school.
- To use data analysis to monitor progress in every child's learning and as a tool for school improvement and raising standards.

## **3. Leading and managing staff**

- To have an overview of and contribute to the planning and delivery of continuous professional development and training related to Computing
- To monitor, assess and develop the roles of the class teachers in Computing by offering advice and ideas on teaching methods, classroom management and organisation.
- To keep all members of the school community informed of developments relating to the subject and to prepare reports for the Senior Leadership Team and Governors.

## **4. Deployment of staff and resources**

- To ensure appropriate resources are available within the school and organise their storage.
- To monitor and evaluate the use of technology across the curriculum and its effectiveness in raising standards of teaching of learning.

## **5. Accountability**

- To monitor and evaluate pupil progress throughout the school in Computing and identify clear, appropriate targets for attainment and/or achievement across Computing.
- To provide opportunities for working with parents and give specialist advice on Computing.
- To promote the school and identify areas for improvement linked to the school improvement plan and national and local initiatives including across the Catholic Partnership.
- To provide information, objective advice and support for the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.

**Signed .....** **Teacher**

**Signed .....** **Head Teacher**

**Date ..... Review Date .....**