JOB DESCRIPTION

St Joseph's Catholic Primary School

Reporting to: Headteacher

Primary Job Function

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times, work within the framework provided by the school's policy statements to fulfil the general aims and objectives of the school's Education Development Plan.

It requires the teacher:

a) to carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the School, and

b) to perform such particular duties as from time to time may reasonably be assigned to him/her by the Headteacher.

The main professional duties are:

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan
4. Planning, preparing and evaluating courses and lessons, appropriate to the age of the pupils, and covering the range of subjects required by the Curriculum of the school, as agreed by the governors.
5. Teaching, according to their differing educational needs, the class or group assigned to him/her, in accordance with methods and teaching styles agreed by the school, and analysing progress and well being of all pupils.
6. Keeping records of planned work, in accordance with methods recommended by the Headteacher and agreed with the teaching staff of the school.
7. Setting and marking work to be carried out by the children, according to their different levels of ability and attainment.
8. Organising the classroom, the educational materials and apparatus, so that it can be used to the best advantage in the learning process by all pupils.
9. Making assessments of individual pupil progress in all subject areas and keeping all required records in the agreed format.
10. Providing written reports for parents, to include academic achievement and progress in all subject areas, and personal and social qualities and needs.
11. Providing, or contributing to, other oral and written statements, assessments, reports, and references, relating to the individual or groups of pupils.

12. Observing and being observed in order to promote one's own and other colleagues' professional development. Contributing to the appraisal of other teachers by written or oral reports.
13. Organising educational visits and activities which support and enhance the learning of pupils.
14. Maintaining good order and discipline and safeguarding the health and safety of the children, both when they are on the school premises, and when engaged in authorised school activities elsewhere.
15. Communicating and consulting with the parents of pupils, at planned parents' meetings and at other times in accordance with directions agreed by the Headteacher.
16. Communicating and co-operating with professional bodies outside the school, and participating in discussions to promote the general progress and well-being of individual or groups of children.
17. Advising and co-operating with the headteacher and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes, and methods of teaching and assessment. Evaluating and reporting on these materials, programmes and methods in order to bring about school improvement.
18. Participating in meetings at the school which relate to the curriculum of the school or its administration or organisation, including pastoral arrangements.
19. Work with, prepare programmes with, and evaluate and report on the teaching assistants assigned to particular pupils.
20. Selecting and ordering equipment and materials for educational purposes.
21. Registering the attendance of pupils, and supervision of the children before, during or after school sessions, according to prepared rotas.
22. Participating in professional development and INSET programmes, both school based and at external training centres. Evaluate and provide written or oral feedback
23. Providing supervisory cover, and so far as practicable, teaching any pupils whose teacher is not available to teach them, in accordance with provisions laid down in the School Teachers' Pay and Conditions Document.
24. Fulfilling the requirement to work on 195 days, amounting to a contractual total of 1265 hours in a school year.

In addition to this job description you will be asked to accept responsibility for an area of the curriculum and this will be the subject of a separate document.

UPR 2 & UPR 3 Teachers

In addition to the duties assigned to as a class teacher and subject leader, you will

- Act a role model of good practice in teaching and learning.
- Provide lesson demonstrations linked to agreed objectives or to development issues.
- Link with TLR postholder / member of Leadership team in order to define learning objectives linked to development issues
- Demonstrate associated teaching strategies either through staff meetings, INSET or targeted groups of staff.
- Monitor and evaluate teaching and learning and report results to the Headteacher.
- Be self motivating.