**St Margaret of Scotland Catholic Primary School**

**JOB DESCRIPTION**

**Post:** **Main Pay Range / Upper Pay Spine Teacher**

**Accountable to:** Head teacher & Team Leader

**Scale / Grade:** Main Pay Range & Upper Pay Range

**Organisation**: Directors / Local Governing Body Head teacher

Team Leader SLT Link

Team Class Teachers

|  |
| --- |
| Guardians of the Flame |
| *As teacher, we want you to Think Big and always do the right thing.*  *We want you to focus your time on planning and preparing great lessons and then we want you to inspire our children by delivering those great lessons. We want you to love what you do every day and never forget why you became a teacher.*  *We want you to work hard to make sure that all children make fantastic progress and that their work is regularly marked, fed back on and assessed. We want to see this in children’s books, the quality of your lessons and in the pupils’ examination results.*  *In return, you will get to work with amazing people and for amazing children and their communities. You will be invested in and will be given opportunities to develop your own practice and contribute to the learning and development of your peers.* |

PURPOSE OF POST:

The post holder will be an excellent role model for pupils demonstrating a high standard of classroom practice and actively supporting the Catholic, Christian ethos of the school. Class teachers will sustain a positive ethos across the school which moves forward, solves problems and resolves conflict by applying Christian principles of leadership in the skills of chairmanship, negotiation, arbitration and reconciliation. All elements of the role will be interpreted and applied in the context of the Articles of Government of the school as established, supported and guided by the St Alban’s Catholic Academies Trust and Diocese of Northampton. The post holder has a teaching and learning responsibility in the designated Team area(s)……………………

PRINCIPLE RESPONSIBILITIES:

* To carry out the general and specific professional duties as set out in Part X11 of the current 'School Teachers’ Pay and Conditions Documents'.
* Participate fully in whole school, year group, and individual lesson planning which meets the needs of all pupils – including those with SEN/D, More Able pupils, Disadvantaged pupils and those who speak English as additional language (EAL)
* Engage fully with the Team Leader and others in the Team to ensure that monitoring and assessment procedures, policy assessment and teaching strategies are all effective and in line with guidance from curriculum specialists and members of the Leadership Team.
* Monitor and assess accurately pupils’ attainment and progress, ensuring that appropriate records have been kept in line with school policy. Use performance data to inform individual, class and year group targets, lesson planning, intervention activities and the preparation of differentiated work which meets the needs of all pupils.
* Contribute to the school’s Performance Appraisal system.
* Support the school’s pastoral system within the year group, class and with individual pupils.
* Plan and coordinate effective deployment of support staff and resources in class.
* Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, pupils and parents to do likewise.
* Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, short and longer-term planning, staff meetings and parental events.
* Maintain good behaviour within the classroom and elsewhere in the school dealing with unacceptable behaviour in line with the agreed Behaviour Policy.
* Ensure personal professional development, being up to date in national and local developments, contributing to the school, St Alban Catholic Academies Trust networks and other collaborative partnerships and sharing with others.

SPECIFIC RESPONSIBILITIES FOR UPPER PAY RANGE TEACHERS:

* Contribute to the school’s performance appraisal process, coaching and mentoring colleagues and trainee teachers, as required, monitoring some teaching and the input of support staff.

HEALTH AND SAFETY

* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* Co-operate with the employer on all issues to do with Health, Safety & Welfare.
* Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

**CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

* To commit to continuous personal, professional development by participating fully in appropriate in-service training programmes and keeping up to date with national and local developments. The post holder will contribute by developing best practice within the school and wider St Alban Catholic Academies Trust and keeping their teams well informed.
* Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training & development.
* Maintain a professional portfolio of evidence to support Performance Appraisal - including the incorporation of targets related to improving own practice.
* Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual’s responsibility to promote safeguarding and the welfare of children and young people s/he is in contact with.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

**SPECIAL CONDITIONS OF SERVICE**:

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s. Equal Opportunity The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

**EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

|  |  |
| --- | --- |
| Compiled by: | Revision Number |
| Approved by: | Revision Date July 2018 |

**Person Specification for QUALIFIED TEACHERS**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

| Please make sure, when completing your application form, you give clear examples of how you meet the **essential and desirable** criteria. | | | | |
| --- | --- | --- | --- | --- |
| **Attributes** | **Essential** | **How**  **Measured** | **Desirable** | **How Measured** |
| **Experience** | Teaching at primary level or evidence of engaging in conversion training  Using data to inform target setting and planning | 1,2  1,2 | Working with children with English as an Additional Language. | 1,2 |
| **Skills/Abilities** | Able to communicate with a variety of stakeholders (e.g. governors, colleagues, parents, the community, external agencies)  Able to use IT to support both the curriculum and work organisation.  Able to work as part of and contribute to, a whole-school multi-disciplinary team.  Able to monitor and evaluate teaching and learning.  Able to identify and develop the necessary resources which ensure high quality teaching and learning.  Able to accurately assess the needs of individuals to inform lesson planning.  Able to deliver consistently high-quality lessons, evaluate the impact of these and use to develop future planning | 1,2  1,2  1,2  1,2  1,2  1,2,5  5 | Ability to coach and mentor others. | 1,2 |
| **Equality Issues** | Demonstrable commitment to inclusive teaching and learning.  Awareness of the effects of discrimination on pupils, parents, colleagues and policy. | 2,5  1,2 |  |  |
| **Specialist Knowledge** | Curriculum /Team knowledge. | 1,2,5 |  |  |
| **Education and Training** | Qualified Teacher Status.  Evidence of ongoing CPD | 4  1,2 | Evidence of meeting the Upper pay range standards.  Sustained and substantial high quality teaching performance | 1,2  1,2 |
| **Other Requirements** |  |  |  |  |

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that St Margaret of Scotland’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Safeguarding
4. Data Protection Act
5. Staff Code of Conduct

September 2017