



St. Francis de Sales Catholic Infant and Junior School

Executive Headteacher: James Lane

Head of School: Natasha Bracken

Deputy Headteacher: Bhal Melbourne

POST: MAIN SCALE TEACHER

Job Description

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teacher's Pay and Conditions Document, section 48-50.

Strategic Direction and School Development

1. Responsible for promoting and developing a culture to ensure diversity within the school community is recognised and respected.
2. To raise pupil achievement in the curriculum area by monitoring, in liaison with the school leadership, pupil progress and learning.

Key Tasks

3. Teach pupils according to their individual needs including the planning, preparation and assessment of work in line with the agreed policies of the school.
4. Monitor and be responsible for the use of teaching resources provided for the class.
5. Supervise the use of support staff relevant to the class.
6. Implement and maintain the discipline of the school with a view that positive behaviour aids learning.
7. Be responsible for monitoring and reporting to parents on the progress of pupils in the class.
8. Support the school's endeavours to meet the needs of its community.
9. Participate in the school's performance management process.
10. Contribute to the provision of a safe, secure learning environment.
11. To ensure that each child receives the entitlement curriculum within a framework of equal opportunities.

Management of Personnel and Resources

12. To be responsible for the maintenance and efficient and effective use of teaching/learning materials allocated to you.
13. To manage, under the overall direction of the Senior Leadership Team, any non-teaching support staff designated to work for you.
14. To undertake performance management responsibility as required and appropriate to the position.

Accountability

To the Senior Leadership Team and Governing Body for the effective fulfilment of the roles and responsibilities outlined above.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children. All appointments are subject to pre-employment checks and a satisfactory enhanced DBS check.

Footnotes:

The above details are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably be assigned to him/her by the Senior Leadership Team.

Person Specification

ESSENTIAL REQUIREMENTS
QUALIFICATIONS
<ul style="list-style-type: none">• Qualified Teacher Status/NQT• Qualified to teach in the UK• Right to work in the UK• Evidence of participation in professional development or further study• Catholic Teachers Certificate or CCRS (desirable).
EXPERIENCE
<ul style="list-style-type: none">• Successful teaching experience in primary school or evidence of successful completion of initial teacher training.• An understanding of working in a socially and culturally diverse school community.• Experience of working successfully and co-operatively as a member of a team.• Ability to create a happy, challenging and effective learning environment.
KNOWLEDGE
<ul style="list-style-type: none">• Knowledge of the National Curriculum requirements (EYFS, KS1 & KS2).• Understands and is familiar with teaching and learning strategies.• Awareness of the ethos of a Roman Catholic School and the contribution this makes to the mission of the Church.
SKILLS & ABILITIES
<ul style="list-style-type: none">• Teaching to a high standard.• Relates to and motivates pupils.• Works well within and contributes to team development.• Understands and values the processes of planning and monitoring and evaluation as an aid to raising standards.• Good classroom management.• Evidence of a commitment to an equal opportunities policy both in service employment.• Enthusiasm and understanding to discuss work.• The ability to communicate effectively in meetings and in one-to-one discussions with pupils, staff, parents and others.
PERSONAL QUALITIES
<ul style="list-style-type: none">• Be enthusiastic and determined.• Able to work under pressure and recognise and manage stress.• Have flexibility, sensitivity and tact.• Commitment to on-going and professional development.• A good sense of humour.• Practising Roman Catholic (desirable).