



## **JOB DESCRIPTION**

<b>Job title:</b>	Maternity Cover Year 4 Teacher (Part time, Fixed term)		
<b>Directorate:</b>	People, Communities & Society	<b>School:</b>	St. Patrick's RC Primary School
<b>Grade:</b>	Main Scale	<b>Directly responsible to:</b>	Head teacher

This job description is to be performed in accordance with the school Teacher's Pay and Conditions Document 2000, under the reasonable direction of the Head teacher, including the role of curriculum co-ordinator.

### **Main duties and responsibilities/accountabilities:**

1. At all times promote the ethos of the school as outlines in our Mission Statement and school aims.
2. To develop effective relationships with pupils, parents, staff, governors and other member of the school community.
3. To Prepare curriculum plans and programmes of work which are appropriate to the needs, experience and knowledge of pupils, delivering each pupil's entitlement to a broad and balanced curriculum.
4. To provide quality learning experiences for children in your care.
5. To assess, record and report on the development, progress and attainments of children.
6. To work co-operatively within the staff team.
7. To communicate and consult with parents, sharing with them the targets for their children's learning and development.
8. To have responsibility for the behaviour of the children in accordance with the Discipline Policy.
9. To participate in the school's Performance Management arrangements during which objectives will be agreed upon, relating to professional development and pupil progress.
10. To contribute to the nature of school life and fulfil the administrative duties which are essential to the smooth running of the school.
11. To manage classroom and teaching equipment to create a positive, stimulating and safe learning environment, which makes full use of available resources.
12. Participate in staff meetings and contribute to school decision-making and consultation procedures.
13. To fulfil any further duties reasonably requested by the Head teacher or governors.
14. To undertake such additional duties as are reasonably commensurate with the level of this post.
15. Be an excellent classroom practitioner and be able and willing to share this knowledge and skill with professional colleagues.
16. To take the lead in a subject area.

The post holder must carry out their duties with full regard to the Emmaus Equal opportunities, Health and Safety and Community Strategy Policies.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Emmaus will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Special Requirements:**

Enhanced DBS Disclosure is required