

St Mary's Catholic Primary School

JOB DESCRIPTION TEACHER

“The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual. “
Cardinal Basil Hume

Responsible to: The Headteacher

POST
PPA COVER TEACHER

SALARY GRADE:
MAIN PROFESSIONAL GRADE

JOB SUMMARY

To support the Catholic ethos of the school by sharing in the fulfilment of the School Mission Statement.

To share in the collective responsibility for school improvement by working to the School Improvement Plan.

To be responsible for the education and welfare of a designated group/class of pupils in accordance with the requirements of the School Teachers Conditions of Employment, having due regard to statutory requirements, Diocesan and LA priorities and the school's policies and schemes of work.

To share in the collective responsibility for the well being and discipline of all pupils.

To carry out agreed additional responsibilities as detailed in this document.

Be responsible for promoting and safeguarding the welfare of children s/he is responsible for or comes into contact with.

MAIN RESPONSIBILITIES AND KEY TASKS

1. To promote the spiritual development of pupils.
2. To provide a balanced, progressive, varied and stimulating curriculum, catering for all pupils' learning needs, in line with statutory and school requirements.
3. To assess, record and review pupils' achievements according to school policy and guidelines, including preparation for moderation and national tests.
4. To implement agreed weekly and termly Year group plans.
5. To ensure a well-organised, stimulating and structured classroom environment, with effective, high quality, pupil-engaging display and good access to resources.
6. To maintain good and courteous behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
7. To plan for vulnerable pupils, setting and reviewing next steps in learning in liaison with the Headteacher and the Inclusions Leader.
8. To produce well-written annual reports for parents, attend termly consultation meetings with parents to discuss their child's progress and meet them informally on other occasions.
9. To respond sensitively to the medical, social, emotional and learning needs of children and report to the Headteacher any cause for concern, keeping accurate records of such cases.
10. To plan and supervise the work of support assistants working in the classroom.
11. To use resources effectively and efficiently to support children's learning.
12. To carry out supervision of pupils as detailed by the Headteacher.
13. To actively participate in Staff Appraisal.
14. To attend team meetings as required by colleagues.
15. To work in collaboration with the school on new initiatives that are implemented following staff consultation.
16. To promote the community ethos of the school through positive personal relationships and a willingness to become involved in Parent-School partnerships.
17. To work as part of a truly inclusive school community.
18. To carry out any other tasks the Headteacher may reasonably require.

Signed _____

Signed _____ Headteacher

Date _____