Children and Families

Job Description for Teachers

(Not to be used in the case of a Head Teacher, Deputy or Assistant Head Teacher.)

ST. MARY’S CATHOLIC PRIMARY SCHOOL

School/Service: ____________________________________________________________

Name: _________________________________________________________________

Post Title: ______________________________________________________________

Effective Commencement Date: 01.09.2019

The post holder is immediately responsible to: Head Teacher

1. (a) General Professional Duties and Responsibilities

The postholder is required to carry out under the reasonable direction of the Head Teacher (or Head of Service) the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.

(b) The postholder must at all times carry out her/his responsibilities with due regard to the Council's Equal Opportunities Policy.

(c) Particular Responsibilities (These do not include or imply any voluntary activities.)

A Planning, teaching and class management, to:

Teach allocated pupils by planning their teaching to achieve progression of learning through:
- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils and any concerns about child protection issues
- provide clear structures for lessons maintaining pace, motivation and challenge
- make effective use of assessment and ensure coverage of programmes of study
- ensure effective teaching and best use of available time
• monitor and intervene to ensure sound learning and discipline
• use a variety of teaching methods to:
  ▪ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  ▪ use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  ▪ select appropriate learning resources and develop study skills through library, I.C.T. and other sources
• ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
• evaluate their own teaching critically to improve effectiveness

B Monitoring, assessment, recording, reporting, to:
• assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
• mark and monitor pupils' work and set targets for progress
• assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
• prepare and present informative reports to parents
• keep pupil tracking up to date and attend a termly progress meeting with the Head Teacher.

C Other professional requirements, to:
• have a working knowledge of teachers' professional duties and legal liabilities
• operate at all times within the stated policies and practices of the school
• establish effective working relationships and set a good example through their presentation and personal and professional conduct
• endeavour to give every child the opportunity to reach their potential and meet high expectations
• contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
• take responsibility for their own professional development and duties in relation to school policies and practices
• liaise effectively with parents and governors
• take on any additional responsibilities which might from time to time be determined.

CURRICULUM LEADER
In addition to the requirements of a teacher, areas of responsibility and key tasks are:

A. Strategic direction and development of __________________ - with the support of, and under the direction of, the head teacher and leadership team to:
  • develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
• have an enthusiasm for the focus area which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils’ lives
• use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils
• develop plans for the focus area which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the school improvement plan
• monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

B. Teaching and learning, to:
• use your own class as an example of high quality teaching and learning in the subject
• ensure continuity and progression in the focus area by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school improvement plan
• establish clear targets for achievement in the focus area and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
• evaluate the teaching of the focus area by the monitoring of teachers’ plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching
• develop effective links with the local community including parents, business and industry
• ensure that teachers are aware of the implications of equality of opportunity which the focus area raises.

C. Leading and managing staff, to:
• enable all teachers to achieve expertise in planning for and teaching the focus area through example, support and by leading or providing high quality professional development opportunities
• ensure that the head teacher, leadership team and governors are well informed about policies, plans, priorities and targets for the focus area and that these are properly incorporated into the school improvement plan.

D. Effective deployment of resources - to:
• support the head teacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject
• be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject
• support the head teacher by maintaining efficient and effective management of the expenditure for the focus area
• help colleagues to create a stimulating learning environment for the teaching and learning of the focus area
• take on any additional responsibilities which might from time to time be determined.
E. Managing own performance and development

- prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in school improvement
- achieve challenging professional goals

Note

1. This job description is not necessarily a comprehensive definition of the post.

2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher with the postholder.

GARY LINFORD

Issued by: ____________________________

16.04.2019

Date of issue: ____________________________

(Post holder)

Received by: ____________________________

Date received: ____________________________

One copy of the Job Description should be retained by the Head Teacher/Head of Service, one copy given to the post holder and one copy sent to Employee Services.