



## St Joseph's Catholic Primary School

<b>POSITION:</b>	Full Time Temporary Class Teacher (Maternity Cover)
<b>REPORTS TO:</b>	Leadership Team
<b>GRADE:</b>	Main Scale (Teachers Pay & Conditions)

### KEY PURPOSES OF THE JOB

- To take responsibility for the education and welfare of a designated class of children in accordance with the current Teachers' Standards document, having due regard to the requirements of the National Curriculum and LA and school policies.
- To contribute to curriculum development.
- To share professional expertise with colleagues and advise on effective practice.

### MAIN DUTIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. Review, develop and implement means of supporting pupils.
4. Maintain sound professional knowledge about all curriculum developments.
5. To undertake all roles and responsibilities as outlined in the current national teachers' standards document.

## **PRINCIPAL ACCOUNTABILITIES**

1. To demonstrate competencies, relevant to the post, as outlined in the current teachers' standards document.
2. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
3. To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
4. To make appropriate educational provision for children with SEN, with support from the SENCo.
5. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
6. To provide children with opportunities to manage their own learning and become independent learners.
7. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
8. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
9. To maintain a high standard of display both in the classroom and in other areas of the school.
10. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
11. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
12. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
13. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
14. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

15. To liaise with support staff both school based, from the LA and from other external bodies as required.
16. To take responsibility for the management of other adults in the classroom.
17. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
18. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
19. To contribute both orally and in writing to curriculum development, by sharing professional expertise with colleagues and advising on effective practice.

## **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety and Safeguarding requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

## **CONDITIONS OF SERVICE**

Governed by the National Teachers' Standards, supplemented by local conditions as agreed by the governors. An enhanced CRB check will be required.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All teaching staff participate in the school's performance management procedures.

## **Equal Opportunity**

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