



# The Willows Catholic Primary School

Headteacher: Mrs. S. A. Barnett  
Victoria Road, Kirkham, PR4 2BT  
Telephone & Fax: 01772 684371  
[www.willows.lancs.sch.uk](http://www.willows.lancs.sch.uk)

## Mission Statement

*With Christ at our heart, we are a loving, caring family where each individual is nurtured in mind and spirit to fully become the person God created.*

*In learning together we support each other to reach our potential in a safe and stimulating environment where all are valued and respected.*

*Our school motto: 'God loves me, God loves everyone' guides our journey.*

## Job Description

**Required from:** September 2021

**Post:** Full time, Main Scale EYFS or Key Stage 1 Teacher 1 year fixed term contract

**Accountable to:** In the first instance, the Headteacher and Governing Body

This appointment is with the Governing Body of The Willows Catholic Primary School. It is also subject to the current conditions of employment of school teachers, contained in The School Teachers' Pay and Conditions document, 'Teacher Standards 2012' and other educational and employment legislation.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

## **Catholic Ethos:**

To work with the Head Teacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of our School, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.

- To attend, take part in and lead acts of worship.
- To ensure that the children have a safe and caring environment both in school and when taking part in offsite educational activities.
- To foster good relationships with the church, parents and carers and the wider community.
- To promote the school and all it stands for on all occasions.
- To act as a role model of professional conduct, demonstrating high personal standards of expertise and commitment.
- To perform, in accordance with any directions which may be reasonably be given by the Head Teacher, such particular duties as may be assigned.

## **Teaching and Learning**

Within the context of our School, the search for excellence pursued through teaching and learning takes place in the context of the individual needs and aspirations of the pupil as God's children.

- To participate in long term, medium and short term planning activities to meet the needs of the children in the class.
- To teach, according to their educational needs, the pupils assigned to them including the marking and setting of work, to be carried out in school and elsewhere.
- To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner, in accordance with the schools' behaviour for learning policy.





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- To review programmes of work, teaching materials and methods in liaison with curriculum leaders and other professionals.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- To set targets for individual children on a termly basis.
- To record and report on the personal and social needs of the pupils, communicate and consult with parents, co-operate with external agencies and participate in meetings as necessary.
- To promote the general progress and well-being of individual pupils in the class assigned.

## Professional Responsibilities:

In a Catholic School, it is the responsibility of every teacher to assist the Head Teacher in the leadership of a faith community for whom Christ is the model.

- To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of the team.
- To be responsible for their professional development and to participate in the school's performance managements system.
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters relating to the school.
- To supervise the work of classroom support staff, students and volunteers.
- To manage materials and equipment for learning to ensure minimal wastage, loss or damage.
- To provide a purposeful, safe, organised and tidy working environment that celebrates achievement and success.
- Communicate effectively with parents with regard to pupils' achievements and well-being, including at parent's evenings.
- Prepare reports for parents and other agencies.

## Specific Responsibilities:

- To teach a class.
- To co-ordinate a subject area (as arranged by HT).
- To support the wider life of the school through delivery of extra-curricular activities and attendance at school events.
- To support, develop and maintain the schools assessment procedures.
- To attend all staff meetings and training sessions.
- To liaise with external agencies as appropriate.
- To be a leader for areas agreed with the Head Teacher.

## Teaching

A teacher must:

### Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

### Promote good progress and outcomes by pupils

- Be accountable for pupils' attainment, progress and outcomes.
- Plan teaching to build on pupils' capabilities and prior knowledge.
- Guide pupils to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.





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## Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subjects and curriculum areas.
- Foster and maintain pupils' interest in the subject, and address misunderstandings.
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher's specialist subject.
- Demonstrate a clear understanding of systematic synthetic phonics.
- Demonstrate a clear understanding of appropriate teaching strategies for mathematics.
- Keep abreast of national / local initiatives.
- Manage a budget for areas of responsibility.

## Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas.

## Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

## Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure pupils' progress.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

## Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.





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### Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

