

Headteacher: Mr. P. Harrison, M.A., B.Ed.(Hons)  
e-mail: head@st-marys-morecambe.lancs.sch.uk

## Teacher (Main Scale) Job Description

**Title of post:** Class teacher (0.6 fte) Currently Lower Key Stage 2 for 2021/2022

**Accountable to:** In the first instance the Head Teacher and then to the school Governing Body.

The appointment is with the Governing Body of the School as employer. It is also subject to the current conditions of employment of school teachers, contained in The School Teachers' Pay and Conditions Document and other educational and employment legislation.

St Mary's Catholic Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*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.

- 1.1 To attend, take part in and lead acts of worship.
- 1.2 To ensure that the children have a safe and caring environment both in school and when taking part in offsite educational activities.
- 1.3 To foster good relationships with parents and carers and the wider community.
- 1.4 To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- 1.5 To act as a role model of professional conduct, demonstrating high personal standards of expertise and commitment.
- 1.6 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 pupils as God's children.

- 2.1 To participate in long term, medium and short term planning activities to meet the needs of the children in the class.

- 2.2 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.
- 2.3 To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- 2.4 To manage pupil behaviour in a positive and effective manner, in accordance with the schools' behaviour policy.
- 2.5 To review programmes of work, teaching materials and methods in liaison with curriculum leaders and other professionals.
- 2.6 To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.
- 2.7 To set targets for children on a termly basis.
- 2.8 To make records and reports 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.
- 2.9 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.

- 2.10 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.
- 2.11 To be responsible for their professional development and to participate in the school's appraisal system.
- 2.12 To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters relating to the school.
- 2.13 To supervise the work of classroom support staff, students and volunteers.
- 2.14 To manage materials and equipment for learning to ensure minimal wastage, loss or damage.
- 2.15 To provide a purposeful, safe, organised and tidy working environment that celebrates achievement and success.

### **3 Specific Responsibilities**

- The role of a Curriculum Subject Leader to be decided on the strengths of the successful candidate.
- To administer and maintain the schools assessment procedures.
- To attend staff meetings and training sessions.
- To liaise with external agencies as appropriate.

Signed: ..... (Teacher)

..... (Headteacher)

Date: .....