



Teacher Job Description

'You are precious in my eyes'

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors have appointed a teacher who can show by example and from experience that she/he will work with the Headteacher to ensure that the school is Catholic in all its aspects. This appointment is subject to the current conditions of employment of teachers contained in the School Teacher's Pay and Conditions document and other current education and employment legislation.

Job Title:	Class Teacher
Accountable to:	The Headteacher
Staff Responsible for:	You will be responsible for directing the work of teaching assistants within the classroom, children, work experience volunteers and parent helpers.

KEY RESPONSIBILITIES OF A TEACHER

A teacher must:

1 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.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- 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.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) 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
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 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 area(s).

5 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.

6 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.

7 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.

8 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.

PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

KEY RESPONSIBILITIES OF A SUBJECT LEADER

- Provide an example of excellence as an outstanding classroom practitioner who inspires and motivates other staff, and to have a significant impact on the educational progress of pupils in subject.
- Work with SLT to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Lead professional development through example and support, and co-ordinate the provision of high quality professional development for staff. Lead staff meetings regularly to ensure the high profile of your subject.
- Monitor coverage and progression throughout school.
- Monitor the quality of teaching and learning and share judgements with teachers and support staff as appropriate.
- Conduct regular monitoring activities such as analysis of assessment data where available, lesson observations, planning scrutinies, book scrutinies, questionnaires, professional conversations with staff and pupils, ensuring that feedback is evaluative and secures teaching strategies which bring about further improvement.

- Ensure that teachers are aware of the need for inclusion of all pupils and groups and make provision for this in their planning.
- Support teachers in planning and teaching appropriate strategies, using coaching and lesson study as a tool.
- Encourage pupils' motivation and enthusiasm, developing positive responses to challenge and high expectations.
- Engage parents in their children's learning through sharing good practice, leading awareness sessions, ensuring they are kept up to date with current strategies.
- Co-ordinate and implement enhancement activities to further develop curriculum provision throughout school.
- Keep up to date with curriculum development.
- Evaluate and report to governors on the effectiveness of practice, analysis of results, suggesting areas and issues for further development.
- Use finance and resource management innovatively and effectively

EQUAL OPPORTUNITES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

Our Lady Star of the Sea Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.