**Employment details**

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| Job title: | Temporary Teacher |
| Reports to (job title): | Headteacher  |
| Type of position  | Part time  |
| Salary: | Main Pay Scale  |

**Main duties/responsibilities**

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| **General duties** |
| Undertaking duties as required in the ‘Teachers’ Standards’ |
| Displaying commitment to the Catholic ethos and success of the school.  |
| Contributing to the school’s process of self-evaluation and development.  |
| Being familiar with the school’s systems, structures, policies and procedures.  |
| Actively supporting school activities where required, including attending educational trips, extra-curricular activities and parents’ evenings, which may require some out-of-hours availability.  |
| **Teaching**  |
| Delivering learning in accordance with the curriculum, national guidelines and the school’s strategy. |
| Planning a varied, balanced and appropriate curriculum which supports the needs of all pupils and ensures all pupils reach their potential.  |
| Adapting teaching styles to suit all pupils and providing a supportive learning environment.  |
| Differentiating resources and equipment so lessons can be accessed by all pupils.  |
| Self-evaluating their teaching to improve effectiveness.  |
| **Pupil support**  |
| Carrying out other duties that support pupils’ learning while operating in accordance with the school’s policies and procedures. |
| Working as part of a team to evaluate and develop pupils’ learning needs.  |
| Enforcing the school’s Behaviour Policy through effective classroom management.  |
| Encouraging pupils to develop and use their creativity and initiative, gain increased independence, and undertake new responsibilities.  |
| Being familiar with the ‘Special educational needs and disability code of practice: 0 to 25 years’, and supporting pupils with SEND appropriately.  |
| Understanding the school’s safeguarding procedures and actively promoting pupils’ wellbeing and safety.  |
| **Monitoring and reporting**  |
| Being committed to the school’s target setting and monitoring systems for pupil progress.  |
| Systematically assessing and recording pupils’ academic progress and other areas of their progress, and using the results to inform lesson planning decisions.  |
| Monitoring pupils’ classwork and homework, providing feedback and setting informed targets.  |
| Delivering relevant national assessments in line with the relevant frameworks.  |
| Reporting on individual pupils’ progress to the headteacher and parents, as required.  |
| **Training** |
| Keeping up-to-date with, and remaining knowledgeable about, the requirements of the curriculum and national guidelines.  |
| Undertaking relevant CPD.  |
| **Communication**  |
| Liaising with the curriculum lead to ensure teaching is delivered in line with school expectations and goals.  |
| Working with the SENCO to ensure pupils with SEND are appropriately supported.  |
| Working with the DSL and their deputies to ensure safeguarding is promoted.  |
| Working with the designated teacher for LAC to support LAC and previously LAC.  |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will:* Have QTS.
* Be willing to undertake relevant CPD.
 | * Relevant professional qualification
* First aid training
* Catholic Certificate in Religious Studies
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| **Experience** | The successful candidate will:* Have previous experience of working in either EYFS, Key Stage 1 or 2
 | * Previous experience working in partnership with parents
* Experience working as part of a team
* Experience working with pupils with SEND
* Experience working with children with EAL
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| **Knowledge and skills** | The successful candidate will have:* A sound understanding of the primary curriculum.
* Excellent behaviour management skills.
* Excellent inter-personal skills.
* The ability to work as part of a team.
* Excellent planning and organisational skills.
* Effective oral and written communication skills.
* Knowledge of key performance indicators and the ability to use them to monitor progress.
* Awareness of the needs of pupils with EAL.
* Awareness of the needs of pupils with SEND.
* An understanding of how a pupil’s learning is affected by their intellectual, emotional and social development, and the stages of child development.
* The skills to lead a curriculum area and demonstrate impact of their actions.
 | * An understanding of the importance of parental involvement
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| **Personal qualities** | The successful candidate will:* Be committed to teaching.
* Supportive of their colleagues.
* Have good attendance and punctuality.
* Be proactive in the working environment.
* Be enthusiastic and positive.
* Be able to accommodate to changes in priorities.
* Be able to anticipate workload and plan ahead.
* Be able to develop effective relationships with parents.
* Be able to encourage and enable others to reach their full potential.
 | * Ability to relate well to other professionals
* A flexible approach
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