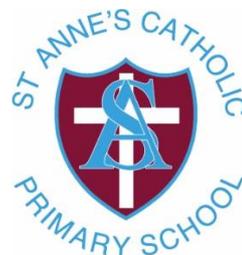


St. Anne's Catholic Primary School
Job description and person specification



Job title:

Newly Qualified Teacher
Teacher
Accomplished Teacher
Expert Teacher

N.B. the job title is referred to throughout this document as “teacher”

Scale: MPS (Points 1-6) and UPS (Points 1-3)

Responsible to: Phase Leader

Liaison with: All colleagues

Terms and Conditions

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 will appoint a person who can show by example that they support the Catholic ethos of the school. The appointment is subject to the current conditions of service for Teachers other than Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

Mission Statement

At St Anne's our mission is to:

Help all to develop a closer personal relationship with Christ;
Live by, teach and respect the values of the Catholic Church;
Promote honesty, respect, justice, tolerance, kindness and forgiveness.
Provide a welcoming, safe, loving and caring environment;
Treat everyone equally;
Celebrate cultural diversity and the uniqueness of the individual;

Teach our children to look after their world;
Encourage them to be responsible, independent, enthusiastic learners and do their best at all times;
Encourage them to develop their talents;

Offer high-quality teaching through a creative, fun, challenging and broad curriculum;
Work in partnership with families, governors, the parish and the wider community.

Purpose of the Job

To implement and deliver an appropriately broad, balance, relevant and differentiated curriculum for pupils and to ensure delivery of high quality teaching and learning for which the teacher is accountable. Duties are to be performed in accordance with the provisions of the Schoolteachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Description

This Job Description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of conduct as agreed by the school.

The strategic direction and development of a Catholic school stems from the educational mission of the Church; this is reflected in the school's Mission Statement and School Development Plan.

The Teacher assists the Headteacher and Senior Leadership Team to develop a vision and strategic view for the school in its service to the community.

Main activities and Responsibilities

The teacher will work with the Headteacher and Senior Leadership Team in:

- fulfilling the Mission Statement;
- implementing the educational aims, policies, objectives and targets of the school;
- teaching pupils at the school;
- co-operating with the Headteacher and leadership group in monitoring and evaluating the performance of the school and its achievements as a Catholic community;
- motivating pupils through stimulating their interests, giving them encouragement and recognising their unique value;
- contributing to the production of the School Improvement Plan;
- implementing the Governing Body's policies on equal opportunities.

Teaching and Learning

1 *Planning, Development and Co-ordination*

- To set challenging teaching and learning objectives which are relevant to all pupils in their classes.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how pupils learning will assessed.
- To select, prepare and use resources, planning for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching teams, meetings and events.
- To plan for the deployment of any support staff who are contributing to pupils' learning.
- To plan opportunities for pupils to learn in out of school contexts.
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
- To implement and review the development plan for the agreed area of responsibility in conjunction with the Senior Leadership Team and/or line manager.
- To develop and audit schemes of work and other documentation related to the agreed area of responsibility and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
- To develop strategies to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning in the agreed area of responsibility.
- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for the agreed area and make recommendations in order to maintain and develop provision.

2 ***Monitoring and Assessment***

- To make appropriate use of the school’s monitoring and assessment strategies to evaluate pupils’ progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching, linked to marking and feedback.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils’ as they learn.
- To involve pupils’ in reflecting on, evaluating and improving their own performance and progress.
- To assess pupils’ progress accurately against appropriate standards.
- To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
- To identify the levels of attainment for pupils’ learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
- To record pupils’ progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on pupils’ attainment to parents, carers, other professionals and pupils’ as appropriate.

3 ***Teaching and Class Management***

- To have high expectations of pupils’ and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where pupils’ feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To make effective provision for more able, gifted and talented pupils.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.

- To provide regular, constructive feedback to pupils, verbally and through marking to support future learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy; to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in the delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period of time.
- To provide homework and other out-of-class work which supports, consolidates and extends work carried out in the class and encourages pupils to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and to challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.
- To participate in training, continuous professional development and other learning activities as required, including participation in the school's performance management arrangements.

4 *The Teachers' Standards*

- The teacher will meet the required level in the 8 teachers' standards which are:
 - set high expectations which inspire, motivate and challenge pupils;
 - promote good progress and outcomes by pupils;

- demonstrate good subject and curriculum knowledge;
 - plan and teach well-structured lessons;
 - adapt teaching to respond to the strengths and needs of all pupils;
 - make accurate and productive use of assessment;
 - manage behaviour effectively to ensure a good and safe learning environment;
 - fulfil wider professional responsibilities
- At St Anne's we recognise that these standards will look different at different stages of a teacher's career. Please see Appendix A (career stage expectations) for the expectations of your job role in relation to the standards.

5 Specific Duties Relating to the Post

- To promote a subject/curriculum area of responsibility in a positive and enthusiastic manner to engender confidence and understanding in both pupils and the school community.
- To maintain a high standard of personal achievement in the assigned area of responsibility.
- To participate in arrangements for further training and the continuing development of personal professional skills and knowledge and those of colleagues in the identified area of responsibility through reading, attendance at courses and leading appropriate INSET.
- To liaise with senior members of staff and governors and to keep the area of responsibility under review amending guidelines as appropriate after consultation with colleagues and with the approval of the Headteacher.

Additional Points

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher or members of the Senior Leadership Team

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required.

Notes

In order to fulfil your role it is essential that you are fully aware of the following:

- National Curriculum
- School Policies and Guidelines, including Teaching and Learning policy
- Current Ofsted framework and guidance
- School Mission Statement
- Staff Handbook
- DfE Teachers' Standards
- School Career Stage Expectations
- Staff code of Conduct

Signed (post holder) _____ Date _____

Signed (line manager) _____ Date _____