



ST MARY'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

A Community where we live, learn and laugh together in God's love

POST: Full Time Class Teacher KS2 (Sept. 2019 – July 2020)

POST HOLDER:

GRADE: RESPONSIBLE TO:.....

You are required to carry out the professional duties and responsibilities of a Teacher as set out in the school's Articles of Governance, Canon Law and the teachings of the Catholic Church and within the terms of and conditions of the most recent School Teachers' Pay and Conditions Document.

You are also expected to achieve, maintain and improve on the National Teaching Standards as established by the DfE.

PURPOSE OF JOB

To teach children within the 4-11 age range as required by the Headteacher.

Your main duties and responsibilities are as follows:

SPECIFIC DUTIES FOR PERIOD: 1st September 2019 – 31st July 2020

1. To teach a KS2 class during a maternity leave absence.

GENERAL DUTIES

You are expected to:

- ensure a high standard of education is maintained at all times for all children in your charge and that suitable educational programmes are developed and kept under review
- provide suitable differentiated educational programmes for children with special educational needs in your class
- to plan and prepare lessons
- to mark work and keep proper assessment records on attainment as defined by the school policies
- to report to parents on the progress and attainment of pupils

- to attend and participate in assemblies, register pupil attendance and supervise pupils during activities whilst off-site
- ensure that a high standard of physical and emotional care is maintained for all children with regards Child Protection issues
- ensure that a high standard of conduct and behaviour is promoted and maintained throughout the school in line with our Behaviour Management Policy and Mission Statement.
- ensure that proper regard is taken of health and safety in your classroom
- maintain your classroom in a tidy, organised and attractive manner
- provide support to colleagues on an informal basis in the form of advice, suggestions and guidance when asked.
- take part in Performance Management interviews and the PM process in a constructive, positive manner
- to actively take part in Staff Meetings and INSET days
- work with non-teaching staff on a day-to-day basis, directing their activities and planning the work they do with children in your class
- undertake professional training and development as directed by the Headteacher and to disseminate what you have learnt to colleagues if required
- contribute to your own professional development by maintaining an awareness of current policy, practice and initiatives in education
- lead staff meetings as Subject Leader if required by the Headteacher
- to maintain a reasonable work/life balance whilst also carrying out your contractual duties and obligations as described in your CES contract.
- carry out such particular duties as the Headteacher may reasonably direct from time to time
- To be responsible fortbc..... within the school as a Subject Leader (Post NQT Teachers only)

This Job Description will be reviewed annually as part of the Performance Management procedures in school. It may be altered or adapted at any time in consultation with the post holder.

SIGNED:----- (Post Holder) DATE:-----

SIGNED:----- (Headteacher) DATE:-----