



# St Pius X Catholic Primary School & Little Lambs Nursery



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## JOB DESCRIPTION

**Post:** Teacher

**Responsible to:** Headteacher and the Governing Body

### **Duties:**

All teachers employed at the school are subject to the conditions set out in the current School Teacher's Pay and Conditions Document.

All teachers are required to follow the school policies, procedures, staff code of conduct and guidelines.

They may be modified by the Headteacher and governors, with your agreement, to reflect or anticipate changes to the job.

### **Professional Duties:**

Teachers are to perform the following in regard to the curriculum of the school.

### **Teaching and Assessment:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of children with special educational needs.
- To foster a learning environment and educational experience, that provides children with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.
- To ensure at all times a positive approach to equal opportunities, gender issues and racism and show knowledge and awareness of school/Trust policies.
- To attend INSET days and teaching and learning meetings when required.
- To actively promote the policy and practice of inclusion.
- To carry out any other duties which may reasonably be required within the general level of responsibility of the post.
- Other responsibilities to be negotiated with the Headteacher.

### **Religious Nature of the School:**

- To support and contribute to the Catholic ethos of the school by fostering an atmosphere of respect, tolerance, justice and reconciliation.
- To help the children to respond to God's love in their lives and how to respond to it.

- To conduct a daily act of collective worship relevant and appropriate to the age and religious background of the children.

#### **Discipline, Health and Safety:**

- Take a pride in the school environment and be a role model for pupils by maintaining clean and tidy classrooms and corridors, with stimulating and appropriate displays.
- Train children to care for their school environment and equipment and to be responsible for tidying the classroom after activities.
- Maintain good order and discipline among pupils.
- Encourage self-discipline in children and promote a caring attitude for others.
- Have due regard to the Health & Safety of children and other staff when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- Provide playground cover, maintaining good discipline and being alert to possible risks and possible dangers and risks.
- Administer basic first aid procedures and seek further help and advice if necessary.
- Complete accident forms as fully as possible.
- Complete risk assessments as appropriate.
- Be vigilant in observing and reporting potential hazards and to take action if necessary.

#### **Staff Liaison:**

- Attend and participate in staff meetings.
- Work with colleagues in preparation of schemes of work, assessment moderation and other areas.
- Direct and supervise the work of teaching assistants.
- Provide necessary information for supply teachers.

#### **Professional Performance:**

- Staff will dress appropriately for work in school.
- Conduct themselves professionally around the school and when representing the school e.g. sporting activities and attending courses.

#### **Appraisal/Performance Management:**

- Participate in arrangements and process of appraisal/performance management by attending meetings, before, during and the end of each cycle.
- Undertake a self-evaluation and review of own teaching methods and planning on a regular basis.

#### **Liaison with Parents:**

- Cultivate a partnership of co-operation with parents and encourage them to work with the school for the benefit of their child's spiritual, social, emotional and educational development.
- Participate in open evenings with parents.
- Write and deliver termly reports and set targets for each child.

#### **Pastoral Care:**

- Care for and be aware of the individual needs of each child.
- Be vigilant in observing and reporting potential or suspected signs of abuse.
- To set an example to pupils and parents in:

- Punctuality
- Organisation
- Commitment
- Kindness, discipline and care

**Time Keeping:**

- Be at school at least 15 minutes before the first bell and after school finishes (in line with the Directed Time Calculation).
- Be in the classroom/playground for when the bell rings at key transition times.
- Arrive back in school by 1pm for the afternoon session.
- Be prepared to give time after school to discuss professional matters with colleagues and to perform any necessary tasks (in line with the Directed Time Calculation).

**Professional Development:**

- To undertake appropriate staff development in order to develop professional effectiveness as a teacher.

**Work Time:**

- Comply with the minimum designated hours/working time: 190 days required to teach pupils in addition to carrying out other duties and 195 days specified by the Governors (pro rata if part time).
- Be required to work for 1265 hours in any school year; those hours to be allocated reasonably throughout those days in the school year and again (pro rata in part-time).
- Work such additional hours as may be needed to enable the teacher to discharge effectively their professional duties, in particular, the marking of pupils' work, writing reports on pupils and the planning and preparation of lessons, teaching materials and teaching programmes. The amount of time beyond the 1265 hours is not defined, but depends upon the work needed to discharge the teacher's duties.

**Specific Responsibilities:**

- To be responsible for areas of the curriculum and/or teaching and learning throughout the school.