



# St Mary's Catholic Primary Academy

Swires Road, Halifax, West Yorkshire HX1 2ER

*Reflecting the love and faith of Mary in all that we do*

Part of the Blessed Peter Snow Catholic Academy Trust



## Job Description

### **Classroom Teacher (Maternity Cover)**

Salary: Main Pay Scale

Start Date: 1st September 2026

Full Time Fixed Term Maternity Cover

Responsible to: Headteacher

St Mary's Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in our school. The post holder is required to carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and in accordance with the schools aims and policies.

This job description is not definitive of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. This document does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out.

The duties of teachers include the following:

#### **Teaching:**

#### **Prime Objective of the Post:**

- To passionately teach and develop children in school, recognising their educational and individual needs and achieving the highest possible standards for each child within every area of the curriculum.
- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them.
- Planning and preparing excellent lessons and learning opportunities for their class.
- Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

#### **Other Activities:**

- Promoting the excellent progress and well-being of individual pupils and class.
- Promoting the development of well-rounded individuals within a well-resourced setting.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions: making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or partner agencies outside the school.
- Participating in meetings arranged for any of the purposes described above.

#### **Assessments & Reports:**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including the analysis of data about the Phase/Key Stage in order to provide reports to: School Leaders, the Local Academy Councillors, the Local Authority and other agencies as required.
- To ensure adherence to all statutory assessment and reporting arrangements by individuals within the team and advise the SLT accordingly.
- Appraisal: Participating in arrangements made in accordance with the 2011 Regulations for the appraisal or review of his/her performance and that of other teachers.

**Review, Induction, Further Training & Development:**

- Reviewing regularly their methods of teaching and programmes of work in order to best meet the changing needs of pupils.
- Participating in arrangements for their further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements, where teachers are subject to the 2011 Regulations:

Educational Methods: Advising and co-operating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety: Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings: Participating in and delivering meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover: Subject to the paragraph below, supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them. Except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year.

**Administration:**

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attending assemblies and worship opportunities and at times taking assemblies and worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**All these responsibilities will be undertaken within the context of:**

- a) The responsibilities of a school teacher as defined in the Conditions of Service
- b) The expectation of standards for Threshold Teachers as defined by the DfE
- c) The expectations of standards to Subject Leaders as defined by the DfE

St Mary's Catholic Primary Academy is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.