

# St. Mary's CE Primary School

Buckingham Road, Cadishead, M44 5HG

Headteacher: Ms J McGarry BEd (Hons), M.A., N.P.Q.H. Email : [info@st-marys-cadishead.salford.sch.uk](mailto:info@st-marys-cadishead.salford.sch.uk) [www.st-marys-cadishead.salford.sch.uk](http://www.st-marys-cadishead.salford.sch.uk) Tel: 0161 9211755



## JOB DESCRIPTION

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Responsible to: Headteacher

Responsible for: Teaching and Learning in EYFS and EYFS lead

### Main Purpose:

- To implement and deliver an exciting, relevant and differentiated curriculum for all learners in your care.
- To monitor and support the overall progress and development of learners as a teacher.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards and attainment.
- To share and support the school's responsibility to provide effective partnership with parents
- To lead a whole school curriculum subject
- To lead the EYFS

### Main Duties and Responsibilities/Accountabilities:

#### Teaching & Learning and well-being:

- 1) To participate in team phase / key stage / whole school planning meetings as arranged within directed time.
- 2) To complete detailed curriculum planning to be presented to the Headteacher regularly using the agreed school formats in line with the school's Curriculum Planning Policy.
- 3) To work as an active team member within the phase and be responsible for the day to day running of the class and manage the organisation of the classroom, furniture, resources and displays.
- 4) To organise an appropriate and relevant curriculum and provide for individual and whole class needs including personal & social development; learning programmes & work ethics; discipline measures; to offer guidance & advice on educational & social matters.
- 5) To ensure the continuity of setting and marking work 6) To provide a stimulating environment for the children.
- 7) To organise other adults in the class.
- 8) To liaise with the Headteacher and Senior Leadership Team.
- 9) Lead and oversee a subject across the whole school.
- 10) Lead the EYFS

## Beginning the life long journey of learning



### St. Mary's CE Primary School

Buckingham Road, Cadishead, M44 5HG

Headteacher: Ms J McGarry BEd (Hons), M.A., N.P.Q.H. Email: [info@st-marys-cadishead.salford.sch.uk](mailto:info@st-marys-cadishead.salford.sch.uk) [www.st-marys-cadishead.salford.sch.uk](http://www.st-marys-cadishead.salford.sch.uk) Tel: 0161 9211755

#### Appointment, training and development:

- 1) To contribute to the selection for appointment and professional development of other teachers and nonteaching staff, being involved in induction programmes as requested.
- 2) To have a positive attitude towards staff development and to be involved in individual / key stage / whole staff training including staff meetings, INSET days, LEA courses and personal reviews
- 3) To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of support staff.

#### School policies and curriculum development:

- 1) To work with the Headteacher and other members of staff to support, develop and implement the school's approach in the following areas:- care of children, welfare and discipline, maintaining good order, care of the building - presentation and maintenance of the whole school environment, care of staff and other adults, care of the community - communicating and consulting with parents, near neighbours and visitors.
- 2) Supporting the school's approach to parental and community involvement.

#### Curriculum leadership:

- 1) To participate in relevant In-service Training.
- 3) To assist the Headteacher and Management Team in identifying Staff Development needs and to monitor outcomes.
- 4) To requisition appropriate resources and maintain them.
- 5) To disseminate information to other staff.
- 6) To monitor the effectiveness of policies and practice.
- 7) To give guidance/support/teach alongside colleagues.
- 8) To lead and oversee a subject across the while school
- 9) To lead the EYFS

#### Safeguarding:

- 1) The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- 2) 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.
- 3) To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.
- 4) To ensure Safeguarding Procedures and the Common Assessment Frameworks are in place, are understood and are implemented within own area of the school.
- 5) To ensure child protection procedures and processes are followed within own area of the school