



## St. Gabriel's Catholic Primary School

*Serving the Community of Higher Folds*

### **Introduction**

<b>Job Title:</b>	Teacher
<b>Job Purpose:</b>	Under reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
<b>Line management:</b>	Reporting to the Headteacher / Senior Assistant Headteacher.
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, teachers, support staff, parents, Governing Body, LA representatives, Archdiocese representatives, external agencies.
<b>Salary Scale:</b>	Classroom Teachers' Pay Scale.
<b>Working Time:</b>	As specified within the School Teachers' Pay and Conditions Document.
<b>DBS Disclosure Level:</b>	Enhanced

### **Catholic Ethos**

- To maintain, promote and contribute to the Catholic ethos of the school and the development of the life of the school in accordance with the school's Mission Statement, Aims and Objectives.
- To attend, take part in and lead acts of collective worship in accordance with the school's policy.
- Provide Religious Education in accordance with the school's and Archdiocese guidelines.
- Actively support the school's corporate policies relating to equality and diversity, inclusion, health and safety and well-being.

### **Curriculum Planning and Provision**

- Help develop and maintain a curriculum in line with the Early Years framework or National Curriculum to meet the needs of individual children within your class.
- Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when required.

- Under the direction and guidance of the Senior Leadership and Middle Management Team, actively contribute to and support the development of the curriculum and areas of policy development.
- Ensure sufficient use and maintenance of all teaching resources in both indoor and outdoor provision and ensure that available resources are used efficiently to support the curriculum.
- Take a lead role in co-ordinating a subject area across school.

### **Teaching and Learning**

- Produce coherent lesson plans which ensure continuity and progression, taking account of the individual needs of pupils and encourage the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills, and understanding in a clear and stimulating manner, thereby motivating and sustaining the interests of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to the chosen learning objectives.
- Ensure the effective deployment of teaching assistant support in the classroom.
- Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment.
- Maintain good practice and implement changes in accordance with developments in educational theory and practice as requested.
- Set pupil targets, assess progress and maintain records in line with school policy.

### **Pastoral Care**

- Promote and safeguard the welfare of all children.
- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- Liaise with senior managers if there are any concerns with a pupil's health, safety and well-being, in accordance with school policy.
- Ensure a class code of conduct is implemented in line with school's policy.
- Maintain a system of rewards and sanctions which is understood and appreciated by all concerned in line with the agreed policy.
- Ensure the orderly commencement and end of day session times, assemblies, break times etc. having due regard for the health and safety of pupils and others.

### **Parental Involvement and Partnership Working**

- Report annually to parents on the needs and progress of their children.
- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- Uphold the school's well established links with the local community, the LA, the Archdiocese and other external agencies.
- Support school fundraising activities.

### **Performance Management and Professional Development**

- Engage actively with the annual performance management review process in accordance with school's policy.
- Take a shared responsibility for your own continuing professional development by participation in a range of appropriate professional development opportunities.
- Ensure that colleagues receive information and feedback on professional development activities undertaken.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.