



## **St Marie's Catholic Primary School**

Avondale Street, Standish, Wigan WN6 0LF

Headteacher: Mrs F Jackson

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01257 422975

### **Job Description**

**Post Title:** Temporary Class Teacher.

**Responsible to:** Headteacher / Governing Board.

**Working Time:** 1.00 FTE as specified in the Teachers' Pay and Conditions Document.

**CRB Disclosure Enhanced. Level:**

**Salary Scale:** Classroom Teacher's main pay scale.

### **Main Purpose**

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

### **Key Accountabilities**

#### **Knowledge and Understanding**

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

#### **Planning, Teaching and Class Management**

- Promote and support the Catholic ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year;

- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement, the Curriculum Statement and the School Development Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, and experience our bespoke curriculum.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans and Individual Nurture Plans.
- To assess, record and monitor each pupil's progress and to report to The Senior Leadership Team and to parents.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

### **Wider Professional Effectiveness**

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Senior Leadership Team.
- To manage and lead a curriculum area if appropriate.

- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

**Accountable for:**

- The education and welfare of the children in accordance with national conditions of service and the Catholic ethos of the school.
- The quality of learning and the achievements of all pupils in the class.
- The quality of provision and sequencing of all curriculum areas within one's classroom.

**Safeguarding:**

- The school takes safeguarding seriously. All staff are expected to follow the school's safeguarding procedures.

**Entitlements:**

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Induction, training and support and CPD as needed.
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually).