

Sacred Heart Catholic Primary School and Nursery
Springfield Rd
Beech Hill
Wigan
WN6 7RH



Job Description – Generic for a Teacher

PROUD of our children; **PROUD** of our school; **PROUD** of our faith

SECTION ONE: INTRODUCTION

Name of Post holder:	Name
Job Title:	Class Teacher for Year X.
Job Purpose:	Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Condition Document and National Teacher Standards
Line Management:	Reporting to Phase Leader Responsible for – no line management responsibility
Liaising with:	Headteacher, Senior Leadership Team, teachers, support staff, CFSWs, parents, Governing Body, LA Representatives, Archdiocese Representatives, external agencies
Salary Scale:	Classroom Teachers' Pay Scale (see annual salary statement)
Working Time:	As specified within the School Teachers' Pay and Conditions Document
DBS Disclosure Level:	Enhanced

SECTION TWO: 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, SEND and Inclusion, health and safety and well-being (this list is not exclusive)

SECTION THREE: CURRICULUM PLANNING AND PROVISION

- Help develop and maintain a curriculum in line with statutory guidance 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 and feedback, record keeping and reporting procedures, as and when requested
- Deliver relevant Statutory National Assessments in line with the relevant frameworks
- Systematically assess and record pupils' attainment and progress and use the results to inform lesson planning decisions
- Under the direction and guidance of the Senior Leadership Team and Middle Management Team, actively contribute to and support the school's process of self-evaluation and improvement.
- Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and to see that available resources are used efficiently to support the curriculum

- Maintain a good working environment within your classroom having particular emphasis on such aspects as organisation, lay-out, timing of sessions, activities and the Catholic ethos of the school

SECTION FOUR: 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.

SECTION FIVE: PASTORAL CARE

- Develop positive relationships with all pupils 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 behaviour management, supporting the school's policies relating to attendance, punctuality, SEND and behaviour.
- Alert the line manager or senior leader of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved
- Ensure that the school's Code of Conduct is implemented in line with the 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
- Keep up-to-date with changes in statutory legislation, including those related to Safeguarding and Child Protection and SEND
- Liaise with the SENCo to ensure pupils with SEND are appropriately supported
- Work with the DSL and her deputies to ensure safeguarding is promoted
- Work with the designated teacher for CLA to support CLA and previously looked after
- Liaise with the lead teacher for Pupil Premium to ensure pupils are appropriately supported

SECTION SIX: 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 Parish Community, the IMPACTS Network, the LA Consortium, the Liverpool Catholic Archdiocese. Startwell. TESS, EMAS and other external agencies
- Support the work of FOSH

SECTION SEVEN: APPRAISAL AND PROFESSIONAL DEVELOPMENT

- Engage actively with the annual appraisal process, in accordance with the school's policy
- Take a shared responsibility for your own continuing professional development by participation in a range of appropriate professional development opportunities
- Receive information and feedback on professional development activities undertaken and act on advice given

SIGNATURES - 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.

Signed

Signed

Dated.....
Teacher

Dated

Headteacher