**St. John the Evangelist Catholic Primary School, A Voluntary Academy**

**Job Description for Teacher**

Mission Statement

*St. John’s is a place where we meet Jesus.*

*Everyone is enabled to fulfil their unique potential and together we celebrate being part of God’s creation in all we think, say and do.*

*In our school everyone is respected and cherished and differences are valued.*

*Each member of our community is supported to truly reflect the person of Jesus.*

This Job Description should read alongside the range of professional duties set out in the current School Teachers’ Pay and Conditions Document

1. **INTRODUCTION**
   1. **NAME OF**

**POSTHOLDER:**

* 1. **JOB TITLE:** Teacher

**1.3 PRINICIPLE** Under the direction of the Headteacher, carry out the

**RESPONSIBILITIES** professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document and also laid down by the Catholic Education Service.

To ensure the safety and well-being of all pupils in accordance with relevant legislation and school policies and procedures.

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and achieve high quality teaching to ensure the highest standards of learning and achievement, for all pupils.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team as detailed in the specific duties below.

**1.4** **Line Management:** Reporting to Key Stage co-ordinator

**1.5 Liaising With:** Headteacher, Senior leadership team, teachers, support staff, parents, LA and diocesan representatives, external agencies.

**1.6 Salary Scale:** MPS

**1.7 Working Time:** Full time as specified within the current School Teachers’ Pay and Conditions Document.

**1.8 DBS Disclosure Level:** Enhanced

1. **SCHOOL ETHOS**
   1. Work with Head teachers and colleagues in creating, inspiring and embodying the Catholic ethos and culture of the school, securing its Missions Statement and aims with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
   2. Attend, take part in and lead acts of Collective Worship in accordance with school policy, both within and outside school when required.
   3. Provide Religious Education in accordance with the agreed syllabus.
   4. Demonstrate a personal commitment to teaching everyone in a fair and respectful way and actively support the school’s policies relating to equality and diversity, inclusion and health, safety and wellbeing.
   5. Promote the school and celebrate its success at every opportunity.
2. **CURRICULUM PLANNING AND PROVISION**
   1. Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
   2. Plan and prepare work for pupils appropriate to their needs, current legislation and the needs of the school
   3. Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
   4. Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
   5. Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum areas.
   6. Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
3. **TEACHING AND LEARNING**
   1. Produce coherent lesson planning which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
   2. Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
   3. Present appropriately demanding subject content, skills and understanding in an enthusiastic and stimulating manner, thereby motivating, inspiring and sustaining the interest of pupils and raising levels of attainment.
   4. Develop, maintain and use resources appropriate to chosen learning objectives.
   5. To work cooperatively in the classroom situation with other teachers as required and ensure the effective deployment of teaching assistant support in the classroom.
   6. Record, analyse and evaluate children’s learning and their progress, to inform future planning and teaching and learning activities. Provide constructive feedback and set targets for improvement.
   7. Create and maintain an orderly, safe, stimulating classroom environment.
   8. Maintain good practice and implement changes in accordance with developments in educational theory and practice.
   9. Set realistic and challenging pupil targets, assess progress and maintain records in accordance with school policy.
   10. Support the identification of, and provision for pupils with additional educational needs.
4. **PASTORAL CARE**
   1. Develop positive relationships with all children based on their achievements and promote their general progress, health and well-being and participation in all aspects of school life.
   2. Maintain a positive approach to child management, supporting the school’s policies relating to attendance, punctuality and behaviour.
   3. Alert senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
   4. Implement and support the schools Management of Behaviour policy and ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
5. **PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING**
   1. Report appropriately to parents on the needs and progress of their children.
   2. Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
   3. Uphold the school’s well-established links with the local community and the BKCSP.
6. **PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**
   1. Engage actively with the annual performance management review process, in accordance with the school’s policy.
   2. Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities and keep up to date with research and developments in education.
   3. Ensure colleagues receive information and feedback on professional development activities undertaken.
   4. Improve their teaching through evaluating their own practice critically in relation to pupils, progress, school targets and monitoring evidence.
   5. Prioritise and manage own time effectively, particularly in relation to balance the demands made by teaching and related aspects of the post.
   6. Set a good example to the pupils they teach in their presentation and their personal conduct and maintain high standards in their own attendance and punctuality.

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and the Senior Leadership Team.**

**St John the Evangelist Catholic Primary**

**MPG Teacher**

*Personnel Specification*

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | Teaching qualification recognised by D.F.E.E. | Education to Degree level or equivalent.  Qualification in one or more areas of Primary School Curriculum.  Catholic Teachers Certificate  Certificate in Catholic Education or equivalent experience. | Application form  Letter of application  References  Interview |
| **Experience** | Experience of successful teaching experience  Experience of teaching within the 5 – 11 age range. | Experience of leading or being involved in curriculum development. | Application form  Letter of application  References  Interview |
| **Training** | Willingness to be involved in training for personal and professional development. | Evidence of training in Curriculum development and classroom  organisation.  Courses relating to Primary Practice. | Application form  Letter of application  References  Interview |
| **Special Knowledge** | Knowledge and understanding of the role of the Catholic School.  An informed awareness of current developments within National Curriculum. | Knowledge of one or more areas of the Primary School Curriculum.  An additional area of interest that would support or extend the Primary Curriculum. | Application form  Letter of application  References  Interview |
| **Circumstances - Personal** | To be in a position to fulfil the requirements of the post.  To be able to devote time out of school to extra curricular activities.  A willingness to support the Catholic ethos and attend masses, liturgies and services within and outside school |  | Application form  Letter of application  References  Interview |
| **Disposition/**  **Adjustment/Attitude** | Identification with the school and its Mission Statement  A commitment to the Distinctive Nature of the Catholic School.  A willingness to work throughout the Primary School age range  An ability to work as a member of a team  A positive attitude to parents and children.  Be enthusiastic and have a sense of humour.  Be hard working and conscientious.  Have good communication skills.  Have no contra-indicators in personal or criminal record to indicate unsuitability for the post applied for. |  | Application form  Letter of application  References  Interview  Criminal Records Bureau disclosure check and self declaration form. |
| **Practical and Intellectual skills** | Good classroom teacher.  Willingness to make a significant contribution to the school.  A practical grasp of National Curriculum.  An ability to enthuse,inspire and motivate children. | An interest that can be brought to school for the children's benefit. | Application form  Letter of application  References  Interview |