DIOCESE OF SALFORD

Main Scale Teacher

Job Description

Responsible to:

The Headteacher and the Governing Board of the school.

Responsible for

Salary Main Grade

Terms of Appointment

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The appointment is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Reform Act 1988, other current educational and employment legislation and the school's articles of Government. In carrying out his duties the teacher shall consult where appropriate with the Governing Board, Diocese, Local Education Authority, staff of the school, parents of its pupils and the parish served.

The teacher should endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and subject there to the direction of the Headteacher.

The Governing Board and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and expect all staff to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Job Purpose:

This post requires you to teach in the age range 3-11.

KEY TASKS

Teaching and Learning:

- The planning and preparation of children's work
- The matching of learning tasks to children's needs.
- The assessment, recording and reporting of the development, progress and attainment of pupils.
- Evaluate pupils' progress, achievement and attainment, and report to the Leadership Team.
- Take responsibility for the pastoral care of pupils in your class.
- To monitor the standards of behaviour and achievement within the class.
- To liaise and plan with support staff appropriate displays within class areas using materials that are available in school and from out side agencies, these to be changed regularly to reflect cross curricular work being undertaken and should feature the attractive presentation of children's work

Recording and Assessment:

1. To monitor the progress of all children in the class and ensure appropriate action is taken where issues are identified.

2. Collect and interpret assessment data for the children in their class
3. To set appropriate targets for all children based upon the data available
4. Liaise with teaching assistants and outside agencies.

Standards and Quality Assurance

1.Support the aims and ethos of the school.

2. To ensure the daily practice of the Catholic Faith by each child by the provision of appropriate learning situations and personal example.

3.Attend and participate in open/parent evenings.

4.Uphold the school's behaviour code and uniform regulations.

5.Participate in staff training.

6.Participate in Continuing Professional Development

7. Attend team and staff meetings.

8. Communicate and consult with parents

9. Communicate and consult with outside agencies and linked High Schools

10. Having high expectations of all pupils and ensuring that, as far as possible, their achievements reflect this.

11. To actively promote an interest in and enjoyment of an agreed curriculum area by;
    a. Attending appropriate INSET meetings and keeping colleagues informed of current trends through report back sessions and leading INSET
    b. Providing guidance and support for colleagues

c. Ensuring that there is continuity and progression in that named area.
d. Maintaining and developing available resources in that area

12. Carry out any reasonable request of the Headteacher

Other duties and responsibilities

None

Particular Responsibilities.

This job description defines exhaustively the responsibilities attached to your post and is subject to the limits on working time set out in the Education School Teachers Pay and Conditions Order 1996, particularly those provisions whereby you are available for work at the Headteachers direction for 195 days (of which 190 days shall be pupil days) and not more than 1265 hours per year.