

ST. MATTHEW'S CATHOLIC PRIMARY SCHOOL.



JOB DESCRIPTION.

1 x permanent / 1 x maternity cover

The conditions of employment applicable to this post are in accordance with the Catholic Education Service contract, School Teachers' Pay and Conditions Document and other current educational and employment legislation. Roles and responsibilities also reflect the TDA Professional Standards for Teachers.

At St. Matthew's we all aim to build a community based on the love of God and each other where we recognise that all children are precious and unique. We celebrate the special talents each person brings to our school and work in partnership with home, parish and the wider community to help children to grow in the Catholic faith. We provide a happy, secure learning environment and a rich curriculum through which we encourage all our children to fulfil their God-given potential.

Mission Statement

Through respect we will work together in Christ to develop the whole person.

GENERAL RESPONSIBILITY.

To work as a class teacher and a member of a team; providing an effective, relevant, meaningful and balanced curriculum for all children and to ensure that the Catholic vision is placed at the centre of the learning process, within the context of the aims of the school.

PROFESSIONAL DUTIES.

Teaching, in each case having regard to the National Curriculum and the curriculum of the school.

a) planning and preparing lessons;

b) teaching, according to their educational needs, all children assigned to her/his class, including the setting and marking of work;

c) assessing, recording and reporting on the development, progress and attainment of the children.

d) to manage pupil behaviour in a positive and effective manner

e) to set targets for individual children as required

Other Duties

a) promoting the general progress and well being of all children, maintaining the Catholic ethos of the school;

b) providing guidance and advice to children on educational and social matters;

c) keeping records of the personal and social needs of children where necessary or advisable;

d) communicating and consulting with the parents of children as and when necessary;

e) developing home/school links by implementing home reading scheme and homework policy;

f) to ensure the safety and good conduct of all children by carrying out an appropriate share of supervision at playtimes;

g) to contribute to the general and pastoral care of the school, including care of children, parents, students and visitors;

h) to share in curriculum planning and undertake responsibility for an area of the curriculum if required;

i) to contribute to and support whole school policies and commitments;

j) to participate in staff meetings and in-service developments;

k) to undertake any other duties of an equal nature appropriate to the post as determined by the Headteacher;

l) to create a stimulating and effective learning environment both in and out of the classroom.

Assessments and reports

- a) to maintain individual records of children's achievements based on teacher assessment;
- b) to provide written reports, on children's progress, at least annually to parents;
- c) to meet with parents on at least two occasions during the year to discuss children's progress;

Appraisal/Performance Management.

To participate in arrangements made in accordance with the school's agreed policy on Appraisal/Performance Management.

Review: further training and development.

- a) reviewing her/his methods of teaching and programmes of work;
- b) participating in arrangements made for further training and professional development as a teacher.

Educational Methods.

Advising and co-operating with the Headteacher and other colleagues on the preparation and development of courses of study, teaching materials, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety.

Maintaining good order and discipline among the children and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

Meetings.

Participating in such meetings as required which relate to the school curriculum and pastoral arrangements for whole school or year group.

Management.

Be responsible for the leadership and management of a curriculum or school area as required by the Head Teacher; to formulate a policy, monitor and evaluate standards and support and challenge staff and contribute to SDP for area of responsibility.

a) Full time teachers should be available for work 195 days in any year, of which 190 days required to teach children and carry out any other relevant duties;

b) Teachers shall be available to perform their duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout the 195 days;

c) Teachers should also work such additional hours as may be required to effectively discharge his/her professional duties, including, in particular, marking of children's work, planning and preparing lessons and writing annual reports.

This job description and allocation of particular responsibilities may be amended by agreement from time to time.