

ACADEMIC YEAR 2017/18

JOB DESCRIPTION (Generic Main Scale for the purpose of advertising).

JOB TITLE Teacher

This generic job description will be adjusted according to the scale of the teacher.

RESPONSIBLE TO Headteacher

General Professional Duties

As an employed teacher in St. Joseph's Catholic Primary School, (Dagenham), you will carry out the professional duties of a teacher, as described in the School Teachers' Pay and Conditions Document 2012, paragraphs 61.1 – 62.11 (and all equivalent paragraphs superseding these in further editions of the document). You will meet the standards and requirements as laid down in the Professional Standards for Teachers 2012. (and all superseding documentation).

In addition, certain particular professional duties are required to be exercised and completed in a satisfactory and competent manner. It is expected that you will ensure the ethos and philosophies of our school are maintained and nurtured and that you will uphold and champion the school's Safeguarding, Religious Education, Health and Safety, Equal Opportunities, Race Equality, Code of Conduct, Confidentiality, Bill of Rights and Inclusion policies in conjunction with the Diocese of Brentwood and Barking and Dagenham Council.

As a member of staff in St. Joseph's, you are required to follow and abide by all policies and codes of practice.

Particular Duties

1. Class teacher – To be agreed
2. Curriculum co-ordinator Responsibilities:
To lead a curriculum area and be part of curricula teams
 - i. Follow the specification for a subject co-ordinator (attached)
 - ii. Lead, support and monitor planning in these subjects
 - iii. Monitor standards across the school in these subjects

- iv. Champion these subjects within line with subject responsibilities e.g. displays, home school links,
 - v. Lead staff meetings and INSET as appropriate to grade
 - vi. Write a termly report for the Governing Body and annual report for the SDT
 - vii. Liaise with the Curriculum Co-ordinator (or in absence), Headteacher
 - viii. Lead by example
 - ix. Uphold confidentiality and maintain the code of conduct
 - x. Report any concerns immediately to your line manager or Headteacher
 - xi. Ensure Health and Safety is maintained and addressed
3. Organisational Responsibilities:
- i. Extra Curricula Activities
 - ii. Visual Environment
 - iii. Assemblies
 - iv. Friends of St. Joseph's Activities

Main Activities Attributable to the Particular Duties

1. Class Teacher:

- 1.1 Prepare and plan for learning and teaching according to the Primary Strategy and Schemes and programmes used within the school.
- 1.2 Assess, record and report in line with school policy to all stakeholders.
- 1.3 Organise a curriculum for pupils that is motivational, inspiring, relevant and challenging
- 1.4 Ensure a stimulating and visual classroom environment which supports learning.
- 1.5 Ensure that teaching is planned for the inclusion of all groups of pupils so that good progress is made for all pupils.
- 1.6 Deliver learning and teaching that is of a consistently high quality on a daily basis.

2. Leader of Learning Responsibilities

- 2.1 Pursue curriculum co-ordinator effectiveness as defined in the attached role

definition.

- 2.2 Undertake any appropriate curriculum responsibilities outlined in the current School Development Plan.
 - 2.3 Manage a subject co-ordinator budget to support work in the subject and purchase any appropriate resources.
 - 2.4 Write an annual subject action plan, (on St. Joseph's format), for the current and following academic years, giving information on how the subject will be managed in that period. Ensure evidence and data are scrutinised to inform actions and that targets are SMART.
 - 2.5 Monitor teaching and learning in the subject across all Key Stages, paying particular attention to school policy, schemes of work and the teaching performance and attainment and progress made by the children.
 - 2.6 Manage the safe storage and organisation of any subject related resources stored in public areas around the school. Ensure that store areas are appropriately well resourced and tidy.
- 3. Organisational Responsibilities:**
- 3.1 To support extra curricula activities at lunchtimes and after school as a voluntary contribution towards the life of the school.
 - 3.2 Visual Environment – to liaise with and assist the school's display co-ordinator to enhance the learning environment with attractive displays of children's work and other materials.
 - 3.3 Support and lead assemblies on a rota basis.
 - 3.4 Support the activities of the Friends of St. Joseph's.

This job description does not form part of the contract of employment of the above named employee. It is not an exhaustive list of the duties or functions to be undertaken or carried out. It describes the way you are expected and required to perform and complete the particular duties as set out above.

These duties may be varied or changed by the Headteacher from time to time to meet changed circumstances or the needs of the school. The Governors reserve the right to amend the functions of the school business manager in order that the School may continue to meet its statutory obligations.

This job description will be reviewed on an annual basis to include and reflect the main priorities of the School Development Plan and priorities of the job.

Please note that for the purposes of interview this is a draft which may be amended but follows the school's generic expectations of the role. Should the applicant be of a higher grade or an NQY the job description will be re-drafted according to status.

Your contract remains under the auspices of the Diocese of Brentwood and is between you and the Governing Body of St. Joseph's Catholic Primary School. (Dagenham).

Signed:

Date:

Please note this job description is at this stage generic to St. Joseph's Catholic Primary School and will be personalised and adapted to meet the requirements of the school once the recruitment process has been completed.