

Sacred Heart Catholic Primary School



Job Description Class Teacher



Name:
Salary Scale: TMS

Introduction

This appointment is with the Local Academy Committee of the school under the terms of the Catholic Education Service contract signed with The Romero Catholic Academy as employers. The post-holder will, by personal example and professional leadership, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. This details the professional and particular duties required of teachers, together with requirements for Management time, Working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers. Reference should also be made to the National Professional Standards for Teachers, which articulate the expectations of teachers at different stages in their career.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required ... in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Coordinating or managing the work of other staff

Main scale teachers will therefore be asked to collaborate in the development of teaching, standards and improvement work in specified subject(s) or areas.

Over time this might reasonably include:

- Reviewing and developing of curriculum policy in the subject(s)
- Monitoring and evaluating the quality of planning in the subject(s) by other teachers
- Observing teaching in the subject(s) in order to evaluate strengths and areas for further development, or the impact of school improvement work
- Evaluating relevant assessment information for individuals, groups or cohorts
- Suggesting issues in the subject(s) for further development
- Reviewing and coordinating the usage of resources in the subject(s)
- Providing advice and supporting new staff in the subject(s)
- Reporting on progress, achievement and standards in the subject(s) to staff, Local Academy Committee or parents
- Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest

This job description will be supported by an annual job plan, which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the school improvement plan and other school priorities.

The following clause must be included in all Job Descriptions for jobs which involve the processing of Personal Data:

* "Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

Responsible for: Children in Year Two

Responsible to: Leader of Learning in Key Stage One

Agreed by Date

Principal Date