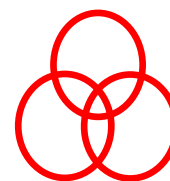




St Edmund's Catholic Primary School Primary Teacher Job Description



Hours: Full Time

1. You are required to carry out the duties of a schoolteacher as set out in the School Teachers' Pay and Conditions Document.
2. The post requires you to teach pupils in the age range 3-11.

In addition, you are required to undertake the following responsibilities.

Your principle responsibility is to endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors, and subject therefore to the directions given by the Headteacher.

In all duties, relationships and undertaking of responsibilities, you will have a duty to work towards the fulfilment of the school's Mission Statement and Aims by being a leading practitioner and exemplary role model for others.

- To work following all school guidance and policies of the school.
- To be responsible to the Headteacher through the school management structure.
- To plan and prepare lessons that inspire and motivate children to achieve their full potential
- To teach assigned groups of pupils to the highest standards according to their educational needs, including the assessing, planning and marking of all work carried out by the pupil in school and at home
- To assess, record and report pupil progress and attainment in line with school policy
- To work with colleagues to ensure that curriculum plans form part of a coherent strategy for raising pupil achievement across the curriculum
- To prepare and present informative reports to parents
- To maintain good order and discipline among pupils and safeguard their health and safety
- To be sensitive to the pastoral needs of pupils in the school
- To establish and maintain a stimulating learning environment

- To establish and maintain good relationships with parents and with other outside agencies as required.
- To organise/supervise the work of any non-teaching staff allocated to work under the teacher's direction.
- To cover for colleagues and perform any such further duties as may be deemed necessary by the Headteacher from time to time.
- To keep abreast of local and national initiatives and developments in education with particular regard to Primary Curriculum and Teaching and Learning.
- To work co-operatively with governors to support their responsibilities.
- To have a corporate responsibility for the behaviour of the children in and around school.
- To participate in the school's performance management arrangements during which professional development and pupil progress objectives will be agreed and set out in the annual review statement.
- To assist with the learning environment of the school other than the teacher's own class base, i.e. general displays, tidiness etc.

Points of Reference:

Our Mission

School Development Plan

Whole School Policies

Curriculum Maps

Job expectations at St Edmund's Catholic Primary school, in accordance with the provisions of 'School Teachers Pay and Conditions Document' and within the range set out in that document.

This job description will be reviewed regularly and amended in accordance with the changing needs of the school.

Notes: This job description may be amended at any time in consultation with the post holder.

Last review date: October 2022

Head teacher's signature: _____

Date: _____

Post holder's signature: _____

Date: _____