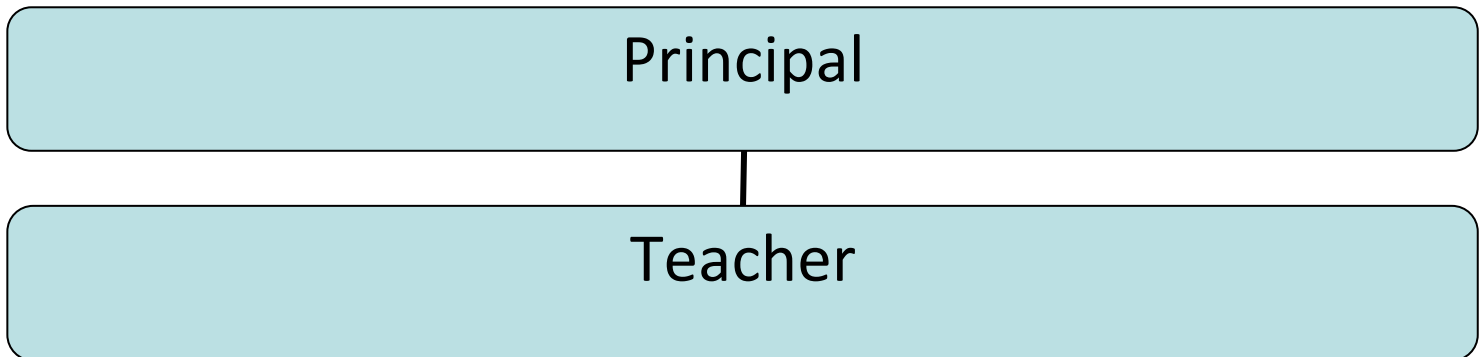


## JOB DESCRIPTION FORM

<b>JOB TITLE</b>	TEACHER
<b>POSTHOLDER</b>	VACANT
<b>DEPARTMENT/SECTION</b>	ST MICHAEL'S CATHOLIC PRIMARY ACADEMY AND NURSERY
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	NONE
<b>RESPONSIBLE TO</b>	PRINCIPAL
<b>SALARY SCALE/HOURS WORKED</b>	TEACHERS PAY SCALE 32.4 hours per week Maternity Cover/Fixed Term contract

### Organisation Chart

*(Show how the role fits into the School by drawing a structure showing the general context and the immediate relationships to the post)*



### Job Summary

*(A brief description – one or two sentences – to explain what role the post plays within the Academy)*

The postholder will be responsible for teaching pupils in the foundation years of their education. The appointment is being offered on a temporary contract basis to cover maternity leave entitlement of the substantive post holder. The teacher will contribute to the School Improvement Plan, supporting the Catholic ethos, aims and vision of the school as embodied in our Mission Statement 'Praise the Lord in work, play and prayer' and in accordance with the five outcomes for the pupils in our care to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

## **PRINCIPAL RESPONSIBILITIES:**

The teacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake class teaching in the early years. The successful applicant will be expected to be an excellent early years practitioner and will have the professional knowledge, skills and understanding of the early years curriculum that will assist the Academy to secure outstanding provision for our pupils.

1. Assist in whole school, year group and lesson planning which meets the needs of all pupils.
2. Co-ordinate/ act as a subject specialist in a specified curriculum area including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Leadership Team.
3. Monitor and assess pupil results, assessment and progress, ensuring appropriate records have been kept, and use performance data to inform individual pupil, class and year group targets, lesson planning and the preparation of differentiated work, which meets the needs and potential of all pupils.
4. Support the school's pastoral system, within the year group, class and with individual pupils.
5. Contribute to the school's performance management process, coaching and mentoring some teaching in the curriculum area and the input of class support staff.
6. Contribute to the effective deployment of support staff and resources (ICT and consumables) within the class.
7. Play a full part in the life of the school community, supporting the Catholic ethos of the Academy, and encouraging staff, parents and pupils to do likewise. Comply with academy policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, parental events.
8. Ensure personal professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others.

**In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours and**
- **Attitudes to use of authority and maintaining discipline.**



**PERSON SPECIFICATION- TEACHER**

Essential Criteria	Desirable	Measured by
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Teaching in the relevant subject area.</li> <li>• Using data to inform target setting and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children with English as an Additional Language</li> </ul>	<p><b>AF/I</b></p>
<p><b>Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies).</li> <li>• Able to use IT to support both the curriculum and work organisation.</li> <li>• Able to work as part of, and contribute to, a whole-school, multi-disciplinary team.</li> <li>• Able to monitor and evaluate teaching and learning.</li> <li>• Able to identify the necessary resources which ensure high quality teaching and learning.</li> <li>• Able to assess the needs of individuals to inform lesson planning.</li> <li>• Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly</li> <li>• Able to contribute to the Catholic Ethos of the Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Able to coach and mentor others</li> </ul>	<p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I</b></p> <p><b>AF/I/P</b></p> <p><b>P</b></p> <p><b>AF/I</b></p>

<p><b>Equality Issues</b></p> <ul style="list-style-type: none"> <li>• Demonstrable commitment to inclusive teaching and learning.</li> <li>• Awareness of the effects of discrimination on pupils, parents, colleagues and policy.</li> </ul>		<p><b>I/P AF/I</b></p>
<p><b>Specialist Knowledge</b></p> <ul style="list-style-type: none"> <li>• Subject/KS, curriculum knowledge.</li> </ul>		<p><b>AF/I/P</b></p>
<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of ongoing CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of meeting the threshold standards</li> <li>• Sustained and substantial performance in the threshold standards</li> </ul>	<p><b>Q AF/I</b></p>

**AF - Application form, I – Interview, P -Practical, Q- Qualification**

**Signature of Employee:**

**Date:**