



# Saint Joseph's Catholic Primary School, A Voluntary Academy

The Aquinas Catholic Academy Trust

Headteacher: Mrs D. Tibble

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## JOB DESCRIPTION

**POST:** Teacher (Year group to be negotiated)

**SCHOOL:** St. Joseph's Catholic Primary School

**PAY RANGE:** Fixed term contract: Main Scale

### Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

### Areas of Responsibility and Key Tasks

#### Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching intentions and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of engagement;
- setting appropriate and high expectations;
- setting clear targets, building on prior attainment;
- identifying SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation

and challenge;

- making effective use of assessment and ensure coverage of National Curriculum requirements;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- ensuring the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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“Every opportunity is taken to squeeze learning out of each minute. Pupils are articulate, confident, curious and ambitious to learn more.”

Ofsted September 2017