



# St Joseph's Federation

## Job Description

Job Title:	Upper Key Stage 1 and Lower Key Stage 2 Teacher
Responsible to:	Mrs Flaherty - Acting Headteacher of the Infant School Mrs Nutton - Acting Headteacher of the Junior School

Initially this teacher will work in Year 2 (Infant School) full-time. Following the appointment of an Executive Head Teacher to the St Joseph's Federation, during the 2020/21 academic year, the post holder will work across both the Infant and Junior Schools; 2.5 days in Year 2 and 2.5 days in Year 3.

Job Purpose	The prime purpose of the Teacher's role is to work with the Headteacher by: i) Promoting the aims and values of the school by ensuring the ethos and vision of the school are communicated. ii) Providing the highest possible standards of teaching, learning and moral development of the pupils in your charge iii) Helping to develop the school as an educational community
General Duties	The general duties and responsibilities of the role are: i) To carry out the statutory tasks laid down in the current School Teachers' Pay and Conditions of Service Document, in light of the procedures, policies and guidelines adopted by the governing body. ii) To contribute to the life of the school community and the community it serves.



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### Teaching and Classroom Management

#### a) Teaching

1. To organise the classroom to provide the most effective and highest possible quality learning and teaching environment.
2. To ensure that all learning and teaching is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.
3. To plan long term and on a weekly basis
4. To organise the teaching day so that a broad and balanced curriculum is provided to all the children in the class.
5. To seek curriculum support from colleagues as needed.
6. To differentiate activities to meet all children's needs.
7. To deliver the curriculum using a variety of teaching styles.
8. To encourage the children to become independent and self disciplined learners.
9. To organise class assemblies enabling children to share their work with others.
10. To set a good working example to the children through preparation and time keeping.

#### b) Assessment and record keeping

1. To assess and record each pupil's progress systematically in line with current school procedures and use results to inform planning.
2. To mark and monitor class work and homework, providing constructive feedback and set targets for further progress, following the school's marking policy.
3. To ensure that individual pupil records are kept up to date.
4. To continuously evaluate teaching to consolidate strengths and improve effectiveness.
5. To use assessment for learning strategies and teach the process of self-assessment to



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	<p>encourage pupils to think about their own progress.</p> <p><b>c) Resources</b></p> <ol style="list-style-type: none"><li>1. To provide quality resources appropriate to the children's ability.</li><li>2. To ensure resources are accessible and readily available.</li><li>3. To teach pupils to look after their resources, to replace them and to know how to use them properly.</li></ol>
<b>Liaison</b>	<ol style="list-style-type: none"><li>1. To liaise with other class teachers about planning and organisation.</li><li>2. To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.</li><li>3. To establish a positive partnership with parents to develop the school as a caring, learning environment.</li><li>4. To establish links with the community to enable children to learn from direct experience.</li></ol>
<b>Pastoral</b>	<ol style="list-style-type: none"><li>1. To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtime on a rota basis.</li><li>2. To delivery assemblies and liturgies on a rota basis.</li><li>3. To share responsibility for implementation of the school's behaviour policy when necessary.</li><li>4. To identify children causing concern and those with specific needs and to inform the Headteacher, reporting concerns in line with the school's safeguarding policy.</li><li>5. To liaise with the appropriate outside agencies about children with special needs or those causing concern.</li></ol>



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	<p>6. To set a good example to the children in behaviour and attitude.</p> <p>7. To contribute to the extended life of the school e.g.: clubs, discos and fairs.</p>
<b>Other Professional Requirements</b>	<p>1. To establish and maintain effective working relationships with professional colleagues and parents, acknowledging the professional need for mutual support.</p> <p>2. To participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post.</p> <p>3. To take an active role in Continuing Professional Development to ensure that individual needs are identified and met.</p> <p>4. To participate in the Performance Management Process.</p> <p>5. To be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice.</p> <p>6. To be part of a curriculum team. A team approach has been adopted to manage the curriculum. All teaching staff are expected to be part of a curriculum team and will be given time to carry out any additional responsibilities. Overall responsibility for curriculum management lies with the HT, AHT's and TLR post holders.</p>

*This job description may be amended at any time following consultation between the Headteachers and yourself.*

Signed Class Teacher: ..... Signed Head Teacher:.....

Date:.....