

TEACHER JOB DESCRIPTION

Scale: MPS (Points 1-6) and UPS (Points 1-3)

Responsible to: **Headteacher**

Liaison with: **Pupils Teachers and Parents**

Main purpose

The teacher will:

- Fulfilling St Anne's Mission Statement
- Sympathetic to the ethos of the Catholic mission and aims of the school
- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of class
- Assist in the smooth running of the class at all times participate and support school events and activities

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for tests

Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in a Specialist subject
- Lead, manage and develop Specialist Subject, and provide guidance for other teachers, including training, support and advice to improve school practices

- Improve standards within Specialist Subject across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Be in charge of school displays in regard to specialist subject
- Subject lead for specialist subject demonstrate best practice in subject / Key Stage, using engaging strategies to boost classroom engagement
- Show knowledge of whole subject / Key Stage curriculum, including latest requirements and developments
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Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour conduct and uniform effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within your subject / Key Stage, sharing ways to improve subject teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues with the focus on a specialist subject.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

PERSONAL SPECIFICATION

CRITERIA	
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Successful teaching experience • Evidence of professional development relevant to this role
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of legislation and guidance on curriculum requirements • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Excellent communication and organisational skills • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good IT skills, including previous use of e.g. safeguarding monitoring software information management system and curriculum based • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> • High expectations for all pupils and belief in bringing out the best in all • Commitment to upholding and promoting the ethos and values of the school • Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality

Your job description may be amended at any time in consultation with you in addition to duties set out in this job description, you may be required to undertake additional or other reasonable duties as necessary to meet the needs of the school.