



ST GEORGE'S CATHOLIC PRIMARY SCHOOL JOB DESCRIPTION

Job Title: Teacher

Immediately responsible to: Head Teacher

Job Purpose: To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of St George's Catholic School.

Duties and Responsibilities

ORGANISATION

- in consultation with the Headteacher, to plan, design and produce teaching materials and resources which are appropriate to age and ability of pupils and are in accordance with the School Development Plan and the Teacher's Standards
- in accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in pupils' learning
- assess, record and report on the progress and attainment of pupils, within the school guidelines
- set high expectations which inspire, challenge and motivate pupils
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide for and facilitate the general progress and well-being of any individual pupil within any group of pupils assigned to you, providing guidance and advice to pupils on educational and social matters
- implement the school policy with regard to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- participate in staff meetings and to contribute to school decision making and consultation procedures
- be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and Development Plan
- demonstrate consistently high expectations of personal and professional conduct

GENERAL DUTIES

- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

ADDITIONAL SPECIFIC RESPONSIBILITY

- to be a subject leader if required, and to carry out related duties in accordance with the general job description of subject leaders.

RESOURCES

- Operate relevant equipment /ICT packages (e.g. MS Office 365, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Learning Support Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)

SAFEGUARDING

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment. All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

Signed: _____

Date: _____