**JOB DESCRIPTION**

**Name:**

**Salary and Allowance: UPS \_**

**Job Title: Post Threshold Teacher**

**Responsible to: Head Teacher / Senior Leadership Team**

**Effective from: 1st September 2015**

Any teacher working within this federation does so under the terms of the Catholic Education Service contract signed with the governors as employers. The governors appoint a practising Catholic, where possible, or another person who can show by example and from experience that he or she will exercise the ministry of a teacher, with the Head Teacher and Leadership Team, and senior colleagues, giving appropriate witness to ensure that the federation is Catholic in all its aspects. Any teacher working within this federation is subject to the current conditions of service for Teachers other than Head Teachers and their duties are contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. The Teacher may be required to exercise his / her duties in either school within the federation.

**Great Aycliffe Catholic Schools’ Federation  
Mission Statement**

We believe that each person is unique and created in God’s image.  
In our federation, we provide a distinctive Catholic education,  
where each child is loved, nurtured, inspired and challenged  
to aspire to excellence and develop their individual abilities  
for themselves and others.

**Key Area of Responsibilities**

These are defined as:

1. The development of the school
2. Teaching and learning
3. Efficient and effective deployment of staff and resources
4. Wider professional effectiveness
5. Accountability
6. School specific responsibilities in line with Post Threshold expectations
7. **The Development of the School**

The strategic direction and development of a Catholic school stems from the educational mission of the Church, which is reflected in the federation’s Mission Statement and School Improvement Plan.

The Teacher assists the Head Teacher and Leadership Team to develop a vision and strategic view for the school in its service to the community.

**Main Tasks**

Work with the Head Teacher, Leadership Team and governing body in:

* fulfilling the Mission Statement;
* implementing the educational aims, policies, objectives and targets of the school.
* teaching pupils at the school;
* co-operating with the Head Teacher and Leadership Team in monitoring and evaluating the performance of the school and its achievements as a Catholic school.
* motivating pupils through interest, encouragement and recognition of their unique value;
* contributing to the production of the School Improvement Plan;
* implementing the Governing Body's policies on equal opportunities;
* safeguarding and promoting the welfare of children throughout the school, including adhering to all specified procedures;
* complying with Health and Safety policies and procedures, reporting any incidents /accidents / hazards and taking a pro-active approach to health and safety matters in order to protect both yourself and others.
* relation to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

1. **Teaching and Learning**

In a Catholic school the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Teacher works with the Head Teacher, Leadership Team and colleagues to provide effective teaching and learning throughout the school. He or she co-operates with the Head Teacher, Leadership Team in monitoring and evaluating the quality of teaching and standards of attainment, using relevant data and setting targets for improvement.

**Main Tasks**

* 1. Work implementing, in collaboration with Head Teacher and Leadership Team, a curriculum which:
* follows the curriculum policy of the Governing Body and meets statutory requirements;
* is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
* ensures the policy on Religious Education is fulfilled;
* fulfils the statutory duties in relation to the Curriculum including Early Years and Foundation Stage (EYFS) and the National Curriculum;
* includes arrangements for the daily act of collective worship in accordance with the norms of Catholic worship and the wider spiritual life of the school.
  1. Work with the Head Teacher and Leadership Team in ensuring that:
* school policies on curriculum, assessment, recording and reporting are implemented in order to provide effective teaching and learning;
* the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
* information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities to the school;
* there is continuity of learning and of progression for pupils;
* effective targets are set for pupil attainment leading to whole school improvement.
  1. Work with the Head Teacher, Leadership Team and colleagues in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
  2. Work with the Head Teacher and Leadership Team in ensuring appropriate pastoral care and guidance for all.
  3. Advise and co-operate with the Head Teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes and assessment and pastoral arrangements.
  4. Work with the Head Teacher and Leadership Team in determining appropriate pupil groupings.
  5. Work with the Head Teacher and Leadership Team to determine and publicise the means for promoting:
* pupils' self discipline;
* respect for self, others and authority;
* good behaviour on and off school premises.
  1. Work with the Head Teacher and Leadership Team in promoting a school ethos, which extends opportunities for learning and encourages extra-curricular activities.

1. **Efficient and Effective Deployment of Staff and Resources**

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community.

**Main Tasks**

Work with the Head Teacher and Leadership Team in:

* making the best possible use of the time and efforts of Higher Level Teaching Assistants, Teaching Assistants and other adults to enhance the learning of groups and individuals.
* using resources, including time and energy, efficiently and effectively to meet the school’s aims and objectives in accordance with the School Improvement Plan.
* providing an attractive environment, which expresses the Catholic identity of the school, stimulates learning and enhances the appearance of the school.

1. **Wider Professional Effectiveness**

Take responsibility for professional development by:

* taking action to keep up to date in developments in the curriculum and teaching methods;
* making good use of the outcomes of monitoring and the school’s appraisal arrangements in order to improve the quality of their teaching;
* contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
* contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback;
* assisting the Head Teacher in carrying out threshold assessments of other teachers for whom he / she has management responsibility;
* co-ordinating or managing the work of other staff;
* taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
* participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school. (These do not include the routine tasks of a clerical or administrative nature that do not call for the exercise of a teacher’s professional skills and judgement.)

1. **Accountability**

In a Catholic school the Post Threshold Teacher fulfils his / her responsibilities as specified by the Head Teacher, Leadership Team and colleagues and in accordance with the Federation’s Mission Statement.

**Main Tasks**

* 1. In relation to the Governing Body:
* to go beyond the Teachers’ Standards (May 2012)
* to assist in the exercising of its functions when requested;
* to attend meetings of and supply reports to the Governing Body if required.
  1. In relation to parish and the community

Work with the Head Teacher and Leadership Team by helping to:

* develop and maintain positive relationships with the parish communities;
* ensure that the school recognises and meets its responsibilities in the life of the local community;
* promote a positive image of the school in accordance with the Mission Statement.
  1. In relation to the Diocese:
* to recognise the authority of the Bishop in relation to the provision of education in the Diocese;
* to work where required with Diocesan Authorities.
  1. In relation to parents and those with parental responsibility.

Work with the Head Teacher and Leadership Team in:

* building an effective partnership between the school and parents recognising them as the first educators of their children;
* promoting understanding of the mission statement, aims and ethos of the school through provision of regular information to parents about:

1. The progress of their children;
2. The school curriculum;
3. Other matters relating to teaching methods and organisation;
4. Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.
   1. In relation to National Government, the Local Authority and as directed by the Head Teacher and Leadership Team to co-operate with officers and support services; this is to include inspection, monitoring and evaluation of the school.
   2. In relation to other schools, universities, colleges and educational bodies.

Work with the Head Teacher and Leadership Team:

* by promoting continuity of learning, progression of achievement and curriculum development;
* by arranging for effective transfer and induction of pupils;
* by maintaining effective liaison;
* by maintaining effective relationships with other schools, and especially with other Catholic schools in matters of common concern;
* by providing training and work experience placements for school, university and college students as appropriate and in accordance with school policy.

1. **School Specific Responsibilities in line with Post Threshold Expectations**

To take specific and direct responsibility for the following curriculum areas and aspects of school life:

* These are to be agreed on appointment. They may link directly to one’s specific skills.
* They may include mentor for other staff.
* any other duty or responsibility as may be reasonably directed from time to time by the Head Teacher.

*This job description will be the subject of review at least once in each academic year and any part of it may be amended as a result of such a review or at any other time after consultation with the post holder.*

Signed Signed

Head Teacher Post Threshold Teacher

Date 1st September 2015 Date