



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

ST. BEDE'S R.C. PRIMARY SCHOOL, SOUTH SHIELDS

POST TITLE: Teacher - Year 1
GRADE: MPS
RESPONSIBILITY: To teach a Year 1 class
RESPONSIBLE TO: Headteacher

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint someone who can show by example and from experience that he or she will work with the headteacher and the leadership team to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

In a Catholic school the teacher fulfils his or her responsibilities as specified by the headteacher, leadership team and senior colleagues and in accordance with school's Mission Statement.

General Duties

- The teacher shall carry out the professional duties of a school teacher under the reasonable direction of the headteacher of that school.
- A teacher shall perform such particular duties as may reasonably be assigned to him/her.

Professional Duties

- Plan and prepare programmes of study and lessons.
- Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by pupils in school.
- Assess, record and report the development progress and attainment of pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- Communicate and consult with the parents of the pupils.
- Communicate and co-operate with persons or bodies outside the school.
- Liaise and work with outside agencies.
- Participate in meetings arranged for any of the persons described above.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Participate in any arrangements within an agreed national framework for the appraisal of his/her performance and that of other teachers.
- Review from time to time his/her methods of teaching and programmes of work.
- Participate in arrangements for his/her further training and professional development as a teacher.

- Advise and co-operate with the headteacher and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Follow school policies and guidance.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Take 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.
- Every teacher will be entitled to guaranteed PPA and NQT time if appropriate.

NB: As this is a Voluntary Aided School the Governing Body is your employer.

This job description will be reviewed annually, in consultation with the post holder, as part of the performance management process. A review may be initiated at any other time by either the post-holder or the Governing Body.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility.

St. Bede's RC Primary School and South Tyneside Council are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: NP/CL

Date: 5.02.18