

The Roman Catholic Diocese of Hexham and Newcastle

In partnership with

Bishop Wilkinson Catholic Education Trust



Job Description

Part-Time Class Teacher 0.6

St Joseph's Catholic Primary School

within Bishop Wilkinson Catholic Education Trust

Salary: MPS (pro rata)

As a class teacher, you will be required to:

- Discharge professional duties in such a manner as to foster, maintain and develop the Catholic character of the school and not do anything in any way detrimental or prejudicial to that Catholic character.
- Support the Catholic ethos of the school, including planning, taking part in and leading Religious Education and Acts of Worship.
- Carry out the duties of a teacher as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions Document and the Standards for Teachers Document.
- To teach pupils in the primary age range with particular regard to the statutory requirements and guidelines laid down in the National Curriculum.
- Carry out such particular duties which the head teacher may reasonably direct from time to time.

Main Activities and Responsibilities:

- To uphold the Mission Statement of the school
- To ensure that all children and colleagues are treated with equal respect
- To provide a high standard of physical and emotional care, safety and security for all pupils
- To report to the head teacher and, when required, governors, on issues related to teaching and learning, including, when applicable, allocated curriculum areas throughout the school
- To uphold all school policies and when required, formulate, monitor and evaluate policy statements and written guidelines consistent with the requirements of the National Curriculum, the Diocese, the governors and Bishop Wilkinson Catholic Education Trust
- To accept responsibility for a 0.6 teaching timetable
- To plan (termly, weekly and daily) a broad and balanced curriculum for the effective education of the children in your charge and to make provision for their differing needs and abilities
- To deliver outstanding learning opportunities including curriculum events across the school
- To evaluate children's work and mark in accordance with the school policy
- To maintain effective records of the progress of the children (as a class and as individuals)
- To meet and inform parents regarding their children's attainments, progress and dispositions to learning
- To liaise with colleagues to ensure the effective transition of pupils
- To accept, with colleagues, a share of responsibility for an area of the curriculum and/or resources throughout the school
- To maintain the school's close links with the parish and partner schools
- To be a committed and active member of the staff community
- To engage with partner professionals and deploy support staff effectively
- To ensure high standards of good behaviour of all children, especially those in your care

- To work with colleagues and children to maintain an attractive and stimulating learning environment – both in classrooms and community areas
- To contribute to staff and inset meetings, thus playing a full part in the professional development of the school.
- To attend appropriate courses and report back to colleagues
- To identify and advise on the purchase of curriculum resources
- To administer medicines in accordance with the school's, "Medicine in Schools," Policy

St Joseph's Catholic Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School/Trust will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.