



JOB DESCRIPTION – MAIN SCALE (M.S)

“Holy Family Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment”.

As a teacher in Holy Family Catholic Primary School you will be expected to serve under the direction of the Governors and under the immediate direction of the Head Teacher. You should endeavour to maintain and develop the Catholic character of the school, agreeing with the aims of the school and working towards the achievement of these aims: -

- To give Religious instruction, and to help children to grow in Faith.
- To recognise the unique qualities of each individual child.
- To be a living and worshipping Community within the Parish of Holy Family.
- To be committed to policies of ensuring equal opportunities for all pupils and staff regardless of gender or disability – to bring children to an understanding that all men and women regardless of creed or colour are redeemed by Christ and equally deserving of human dignity.
- To work within an inclusive environment thereby increasing the learning and participation of all pupils.
- To be committed to fostering the message of the Gospel.
- To prepare pupils for life in a multi-cultural society by fostering respect and understanding of cultural diversity.
- To maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- To the active participation of parents in the life of the school.
- To work within the framework and procedures of Coventry City Council’s Health & Safety Policy.
- The Post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to the negotiated curriculum area.
- Your post requires you to teach pupils in the age range 3 – 11 years, being the range of pupils on the roll of the school.

Members of the teaching staff are committed to support the work of colleagues with responsibilities in other phase or curriculum areas to the overall benefit of the pupils. Staff are also expected to support other initiatives determined by the Head Teacher after consultation with the staff or, which arise from Local Authority or National initiatives.

This Job Description will be reviewed at the end of the year in accordance with the needs of the school and its pupils. In addition it may be reviewed at any time after consultation with you. It is also subject to the Conditions of Employment contained in the School Teachers' Pay and Conditions Document and those local agreements detailed in the Coventry City Council Handbook agreed by the School's Governing Body.

Professional Duties:

To carry out the Professional duties of a schoolteacher under the reasonable direction of the Head Teacher. The following shall be included: -

- a) To observe and work within the framework of the school's Child Protection Policy and the Guidelines set by the Local Authority.
- b) To plan and prepare all lessons and classroom activities with reference to whole school policies.
- c) To work with your year group colleague in co-ordinating a work plan for each half term and write the appropriate schemes of work.
- d) To be responsible for the delivery of a broad and balanced curriculum to your class, in line with the National Curriculum Council and LA Entitlement Policies.
- e) To review and evaluate your own methods of teaching, classroom organisation and programmes of work, on a regular basis and asking for help and support from the Phase Leader, Deputy Head or Head Teacher as you feel appropriate.
- f) To attend In-Service courses relating to your own Professional Development and to your curriculum area of responsibility and to feedback information to staff.
- g) Maintaining good order and discipline and having responsibility for the pupils in your care.
- h) To communicate and consult with parents.
- i) To be aware of those children in your care who have 'Special Needs'. To consult with the Special Needs Co-ordinator and to follow the suggested programmes of work.
- j) To attend staff meetings and work with the Head Teacher and other members of the staff.
- k) To participate in meetings arranged for any of the purposes.
- l) To assess and record children's achievements and progress in accordance with arrangements agreed within the school.
- m) To make an annual written report to parents of those children in your care.
- n) You are required to carry out such particular duties as the Head Teacher may reasonably direct from time to time.
- o) To effectively organise the use and storage of teaching materials and equipment provided for the classroom.
- p) To attend and contribute to phase meetings and discussions to ensure coherent planning and continuity of curriculum.
- q) To mark class attendance registers.
- r) To contribute to displays of work and related material in the classroom and corridors in accordance with School Policy.