**PEMBROKESHIRE COUNTY COUNCIL**

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **JOB TITLE:** | **Teacher** | **POST REF:** |
| **SCHOOL** | **Federation of Mary Immaculate and St Teilo’s Catholic Primary School** | **GRADE:** |
| **DIVISION:** | **Schools** |  |
| **RESPONSIBLE TO:** | **Head Teacher** |  |
| **RESPONSIBLE FOR:** | The post holder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities. |  |

|  |
| --- |
| **JOB PURPOSE**  To teach pupils within the school and to carry out the professional duties of a teacher in the school under the reasonable direction of the Head Teacher and to carry out such particular duties as may be reasonably assigned to you.  **PRINCIPAL RESPONSIBILITIES**  This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document (STPCD) and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual Federation contract of employment which abides by CES employment guidelines.  You will be responsible for promoting and safeguarding the welfare of children and young person’s you are responsible for or come into contact with and value and respect the views and needs of children and young people. You are required to demonstrate consistently high standards of personal and professional conduct.  As a qualified teacher, you will be expected to adhere to the Practising Teacher Standards and evidence this as part of the performance management process.  You will be entitled to a reasonable amount of dedicated PPA time which shall not be less than 10% of your timetabled teaching week. This will be allocated in line with the provisions laid down in the STPCD.  **PROFESSIONAL DUTIES**  **Teaching**   * Plan and teach lessons to the classes you are assigned to teach within the context of the school’s plans, curriculum and schemes of work. * Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils. * Participate in arrangements for preparing pupils for external examinations. * Teach RE using the Catholic RED syllabus.   **Whole School Organisation, Strategy and Development**   * Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision. * Work with others on curriculum and/or pupil development to secure co-ordinated outcomes. * On a rarely cover basis in line with definition within the STPCD, supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. * Under the contractual terms of the Federation, you may be deployed to work in either of the Federation’s schools.   **Health, Safety and Discipline**   * Promote the safety and well-being of pupils. * Maintain good order and discipline among pupils.   **Management of Staff and Resources**   * Direct and supervise staff assigned and where appropriate other teachers. * Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff. * Deploy resources delegated.   **Professional Development**   * Participate in arrangements for the appraisal and review of your own performance and where appropriate that of other teachers and support staff. * Participate in arrangements for your own further training and professional development (in line with the Appraisal Regulations) and where appropriate that of other teachers and support staff induction. * In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for your supervision and training.   **Communication**   * Communicate with pupils, parents and carers.   **Working with Others**   * Collaborate and work with colleagues and other relevant professionals within and beyond the school.   **PERSON SPECIFICATION**  **Qualifications, Education and Training**   * Qualified Teacher Status * Up to date membership of the Education Workforce Council   **Knowledge and Experience**   * Be aware of, and aspire to, a record of excellent classroom practice * Knowledge and understanding of applying key strategies and skills in the classroom * A detailed knowledge and understanding of the National Curriculum   **Skills and Personal Qualities**   * Have a high standard of communication skills, both verbal and written * A strong commitment to developing pupils’ achievements * Well organised, enthusiastic and committed to improving standards * Good team member with the ability to work on your own. |
|  |