



## Maternity Cover Teacher Job Description

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

**Post Title:** Teacher (Primary, MPS)

**Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**Reporting to:** Headteacher, Head of School

**Responsible for:** The provision of a full learning experience and support for students.

**Liaising with:** Senior Management Team, teaching/support staff, LA, MAT and Diocesan representatives, external agencies and parents.

**Working Time:** 195 days per year. Full-time. Fixed Term.

**Salary/Grade:** MPS

**Disclosure level** Enhanced

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 7 of the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

### 1. Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress. and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

### 2. Whole school organisation, strategy and development

- 2.1 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.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

### **3. Health, safety and discipline**

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

### **4. Management of staff and resources**

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

### **5. Professional development**

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **6. Communication**

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

### **7. Working with colleagues and other relevant professionals**

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school / MAT.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school / MAT, which require the exercise of your professional skills and judgment.

### **8. Fulfil wider professional responsibilities**

- 8.1 Make a positive contribution to the wider life and support the distinctive mission and ethos of the school/MAT;

### **9. Other Specific Duties:**

- To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessment as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

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 will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Key Stage 2</li> <li>• Pastoral experience</li> <li>• Experience of working with a range of SEND needs</li> </ul>	Desirable Desirable Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• PGCE / Teaching Qualification</li> <li>• Relevant Degree</li> <li>• QTS</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	Essential Essential Essential Essential

<p><b>Knowledge and Skills</b></p>          <p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"><li>• Good organisational skills and high teaching standards</li><li>• A desire to improve themselves in terms of skills, knowledge and experience</li><li>• Patience, a sense of humour and an ability to accept and act on constructive feedback</li><li>• An ability to work on their own initiative and also to be a good team player</li><li>• Excellent pro-active communication skills</li><li>• An eye for detail and a willingness to improve all aspects of the service we offer</li><li>• A positive attitude to all aspects of the job including enthusiasm, a professional and common sense approach and a dedication to the interests of the school</li><li>• A commitment to the Catholic ethos of the school</li></ul>	<p>Candidates need to be able to demonstrate these skills either via application form or interview</p>
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