

# St Francis Catholic Primary School

Myers Lane, Bradford BD2 4ES : tel/fax: 01274 638520

Email: [office@stfrancis.bradford.sch.uk](mailto:office@stfrancis.bradford.sch.uk)

Website: [www.stfrancis.bradford.sch.uk](http://www.stfrancis.bradford.sch.uk)

Twitter: [@stfrancisbrad](https://twitter.com/stfrancisbrad)

**Executive Headteacher: Mr D. Copley**

**Head of School: Mrs A. Haines**



**Together we are exploring our special gifts; Together we are growing towards God**

## JOB DESCRIPTION 2018-19

**NAME:**

**POST:** Teacher

### RATIONALE

This job description is provided to assist you in understanding and appreciating the role that you play in school and the work content of your post.

### CONDITIONS OF SERVICE:-

At St Francis, the Governors are your employers and as post-holder you are required to carry out your professional duties as a teacher as set out in the current **Statutory Teachers Pay and Conditions of Service**, and also such particular duties which the Head Teacher may reasonably direct from time to time.

As a member of staff in a Catholic school you are employed under the conditions of the current **Catholic Education Service contract**.

This document must be read in conjunction with the current **Framework of Professional Standards for teachers**, post-threshold teachers and other categories of teachers which apply to your post.

### RESPONSIBILITIES AND DUTIES INCLUDE:-

The details set out below outline the main and particular duties and responsibilities that relate to your post. These develop the general actions and expectations outlined in the **above documentation**; however a document such as this does not permit every item to be specified in detail, nor does it direct the amount of time which should be spent undertaking the different tasks.

a	<b>General</b>	1)	Supporting and actively helping the realisation of the Mission Statement of the school.
		2)	Discharging all duties in such a way as to maintain and develop the Catholic character and faith life of the school.
		3)	Being responsible to the Executive Headteacher/Head of School and/or Assistant Headteacher or their representative.
		4)	Teaching pupils either in the role of class or support teacher, as may be required by the Head of School.
		5)	In accordance with the <b>above documentation</b> and our school's specific policies and procedures: Planning and preparing in order to teach, according to their educational needs, pupils assigned to you; this may involve participating in regular team planning meetings. Assessing, recording and reporting on the development (intellectual, social, emotional and behavioural), progress and attainment of pupils; including participating in National and school assessment procedures.

			Maintaining good order and discipline and safeguarding pupils' health and safety in all school situations. Promoting and celebrating high standards and the progress, achievements and well-being of all pupils within school. Communicating, consulting and co-operating with colleagues, parents, support agencies and other relevant bodies and participating in meetings arranged for any of the purposes described above.
		6)	Ensuring that the classroom environment and designated areas around school supports current teaching and learning; that teaching areas are tidy, appropriately organised and accessible, and that class and central resources are used carefully and replaced appropriately.
		7)	Covering for colleagues in accordance with <b>STP&amp;C</b> .
		8)	Participating in administrative tasks stated in <b>STP&amp;C</b> .
		9)	Taking assembly and organising celebrations in accordance with school routines and rotas.
		10)	Co-ordinating or managing the work of in-house colleagues.
		11)	Participating in the school's Performance Management system and taking part in your own continuous professional development (see below) and contributing to that of colleagues.
		12)	Participating in, and reporting on, any initiatives described within the School Development Plan.
b	<b>Specific teaching</b>	1)	Class teacher or Teacher in Y.....
c	<b>Curric co-ordination. Teaching &amp; Learning leadership</b>	1)	Co-ordinator for ..... undertaking the responsibilities and tasks identified for subject/aspect leaders at St Francis.

### INSET / PROFESSIONAL DEVELOPMENT:-

- 1) Access to appropriate courses and development opportunities through the CSPTSA to support class work and subject/aspect leadership and development. This to be agreed with Head of School as and when they occur.

This job description will be reviewed as required, and at least annually when, following consultation, changes may be made.

Signed: .....  
Teacher

Date: .....

Signed: .....  
Head of School

Date: .....

