



**St Margaret Mary's R.C. Primary School**  
**Specialist Intervention & Cover Teacher - Job Description**

Title of Post

**Specialist Intervention/Classteacher**

Grade and Salary

**Main Scale of Teacher's Pay Scale [MPS 2-6 + UPS if applicable: dependent upon quality & experience]**

Relationships

**Ultimate responsibility**

**To the Governors through the Headteacher**

**Immediate Responsibility**

**To the Headteacher/SLT**

Main Contacts

**SLT**

**All members of staff**

Main Purpose of the Job

The teacher will:

- maintain and continue to develop the Catholic ethos, core values & Mission of the school, both inside and outside of the classroom
- enhance the quality of teaching & learning in Mathematics & English across the school including the use of interventions
- teach key groups of pupils to support pupil progress & raising of attainment
- ensure that all children make excellent progress within their group & class
- set & support clear & ambitious targets for interventions
- develop & deliver high quality extra learning activities to support intervention

- provide appropriate, targeted learning resources to support effective home learning for groups of pupils
- effectively teach a class of pupils when needed and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, social and emotional needs, ensuring inclusivity & equality
- effectively support the needs of identified pupils by planning & delivering high quality, effective intervention sessions [English & Mathematics]
- positively contribute to constructive team-building amongst the teaching and non-teaching staff, parents, governors & wider school community
- ensure that the current national conditions of employment for schoolteachers are met
- share in the corporate responsibility for the education and well-being of all pupils, in accord with the policies and procedures of the school
- maintain the highest standards of confidentiality & professional conduct at all times
- undertake any professional task as directed by the Headteacher

## 1. Main Tasks & Duties

1.1 Have a clear vision of and commitment to Catholic education

1.2 To be an outstanding classroom practitioner

1.3 To inspire and motivate children and colleagues

1.4 To undertake an appropriate share of the responsibilities and duties attaching to teachers within school as set out in the current School Teachers' Pay and Conditions document & adhere to school policies under the reasonable direction of the Headteacher

1.5 The post requires you to teach children in the primary age range , catering for and having particular regard to the ability and aptitude of children within the class including; planning & preparation of lessons according to the educational needs of the children and assessment of their work

1.6 To teach within the primary age range

1.7 To carry out such particular professional duties as described in the current School Teachers' Pay and Conditions document as the Headteacher may reasonably direct. Which include:

- Assessment of children
- Recording and reporting assessments
- Analysis of class-based & school data
- Appraisal
- Where appropriate, contributing to the professional development of other teachers and non teaching staff
- Activities in the review and development of the curriculum. Organisation and pastoral functions of the school
- Participating in arrangements for training and professional development

1.8 To support the school's Mission, ethos and curriculum policies in order to promote the welfare, progress and continued development of the school and its children

## 2. Specific Responsibilities

You are further required to undertake the following curriculum responsibilities as described in the School Teachers' Pay and Conditions document.

These will include:

2.1 To support the lead, initiate, research and plan school curriculum developments in an agreed curriculum area, liaising at all times with the Headteacher and other senior staff.

2.2 In consultation with the Headteacher and colleagues and in relation to the school improvement plan, effectively produce and or co-ordinate a scheme of work for your curriculum area of responsibility.

2.3 To provide help, support and guidance for all colleagues (whether new to the school or not) in planning, monitoring and assessing children's work in your area of curriculum responsibility.

2.4 To be aware of current professional developments within your area of responsibility that enriches, deepens & positively impacts upon the learning experience of all pupils; including affiliation with National Learning Hubs & wider organisations.

2.5 To accurately monitor & track the progress & attainment of all pupils in your area of responsibility, liaising with the Headteacher, SLT & all staff to positively impact upon standards across the school.

2.6 To lead staff meetings to discuss your area of responsibility, in order to facilitate a good understanding and utilisation of school policy and an awareness of current DfES/Ofsted requirements.

2.7 To set very high standards in your own class, which can be used as a model of excellent practice to others.

2.8 To maintain and update resources and equipment for use throughout the school and to be responsible for the budget allocation for your particular curriculum area.

2.9 To ensure that displays in your class and around the school, which you are responsible for, are of an excellent standard & promote and enhance the curriculum work that you are doing & leading on.

2.10 To report to the Headteacher/SLT as and when required, keeping him fully informed of all activities related to the pastoral and curricular work of the children in your charge.

2.11 To report to the Headteacher and governors on all aspects of the curriculum area for which responsibility has been given.

2.12 To assist the Headteacher to collect, evaluate and monitor curriculum provision in your area of responsibility including:

- Children's work
- Teacher planning and assessment
- Curriculum delivery
- Evidence which indicates how the policy is being implemented

2.13 To be a member of an appropriate curriculum team and to contribute to the work of that team across the curriculum areas covered within that team.

2.14 To assist the Headteacher with the revision of policy and practice in your curriculum area as and when necessary.

2.15 To liaise with outside agencies, in connection with your area of responsibility, which may include:

- Cluster School Partnerships
- Diocese of Salford
- Teaching School Alliance
- Pre-school groups
- Professional bodies
- The Local Authority
- Learning Hubs & other training institutions

*This job description may be amended by the Headteacher to meet the changing needs of the school.*

*The post holder may reasonably be expected to undertake other duties that are commensurate with the level of responsibility outlined from time to time.*