



**St Anthony's Catholic Primary School**  
*An Academy School within The Catholic Academy Trust in South Hampshire*



**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL**  
**'Children in our heart, Christ at the centre'**  
**'We love, we learn and we live'**

**Job Description - Key Stage 2 Cover Teacher, part-time, fixed-term contract**

**Member of Staff**

**General Duties and Responsibilities:**

**To Support and uphold the Vision Mission and Aims of our Catholic school.**

**Duties**

1. To carry out the duties of a school teacher as defined in the current School Teachers Pay and Conditions Document. This document is available in the school office.
2. To meet the requirements of the Professional Standards for Teachers.
3. To be responsible to the Headteacher for the educational care and development of a class of children and for any groups assigned to you.
4. Be part of a Key Stage Team, under the leadership of the team leader.
5. Communicate effectively with parents and carers with regards to pupils' wellbeing.
6. Support with preparation of liturgies and masses and lead your class in prayer.

**Teaching and Learning**

1. Plan and prepare exciting lessons that will engage all children to learn in accordance with the school's curriculum guidelines, and the requirements of the Foundation Stage Curriculum Guidance and the National Primary Framework.
2. Implement effective lessons with adaptive teaching to ensure that all pupils are making good progress.
3. Set high expectations which inspire, motivate and challenge all pupils.
4. Maintain a happy, stimulating, tidy and attractive learning environment in the classroom.
5. Continuously seek to improve subject knowledge in line with the developing curriculum.

**Assessment**

1. Review children's work regularly in order to inform future planning by identifying misconceptions, barriers to learning and gaps that need to be closed.
2. Carry out pupil assessments in line with school policies.
3. Support with reporting pupil progress on a termly basis in line with school policies.

**General Responsibilities**

1. Liaise and consult with colleagues (eg the SENDCO), parents and authorised agencies concerning the needs and abilities of individual children.
  2. Effective deployment of support staff.
  3. Participate in the Performance Management Cycle for teaching staff.
  4. Attend staff/team meetings.
  5. Undertake a share of the duty rota for the supervision of children at break times.
  6. Ensure the health and safety of children at all times.
  7. Undertake such other duties as specified in the current School Teacher's Pay and Conditions Document, as may be reasonably required by the Headteacher from time to time.
- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
  - All duties are performed subject to consultation with the Headteacher and other staff as necessary and in accordance with Personnel Guidelines.