

## ST TERESA'S RC PRIMARY SCHOOL

### JOB DESCRIPTION

<b><u>POST TITLE:</u></b>	<b>GYPSY ROMA TRAVELLER CLASS TEACHER</b>
<b><u>GRADE:</u></b>	<b>Band 2</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>To the Head Teacher/Senior Leadership Team</b>
<b><u>JOB PURPOSE:</u></b>	<b>To carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document</b>

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

In drawing up this job description the Governors and the Head Teacher jointly acknowledge their responsibility, in ways defined for Head Teachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities.

#### **MAIN PURPOSE OF THE ROLE**

The primary role will be to support the education of Gypsy, Traveller and Roma children across the School in developing and building their capacity to meet the needs and aspirations of Gypsy, Roma and Traveller children.

The role of the teacher will not include direct line management but will lead on the coordination of work with Gypsy, Roma and Traveller children and key partnerships with other support services in securing their entitlement to and education in School. There will also be a need for the teacher in this post to deliver direct teaching.

To contribute to raising the achievement of pupils from Gypsy, Roma and Traveller communities by promoting strategies for inclusion and curriculum access. To promote positive links between the School and the Gypsy, Roma and Traveller communities.

To support families to become independent users of education provision.

To raise awareness of issues related to Gypsy, Roma and Traveller education.

To promote equal opportunities.

#### **MAIN DUTIES/RESPONSIBILITIES**

1. You are required to carry out the duties of a teacher set out in the statutory conditions of employment for teachers as defined in the School Teachers' Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the school's aims, objectives and scheme of work and policies of the Governing Body. The post requires you to teach pupils in the primary age range.
2. You are required to carry out such particular duties which form part of Professional Duties as the Head Teacher may reasonably direct from time to time. Working days are to be specified by your employer or by the Head Teacher as defined in the School Teacher's Pay and Conditions Document.
3. To uphold the Christian ethos of the school.
4. Promote high expectations through effective inclusion of children and young people from the Gypsy, Roma and Traveller communities within School.

5. To liaise with other teachers, parents and other support services and agencies e.g. education welfare in order to:
  - Encourage parents to be involved in their children's learning
  - Facilitate an understanding of Gypsy, Roma and Traveller families of educational opportunities
  - Promote the importance of regular and punctual attendance
  - Reduce risk of exclusion from school
  - Support reintegration where Gypsy, Roma and Traveller pupils have had an extended period of absence or have been excluded.
6. To be familiar with, aspire to and evaluate personal performance against the National Core Standards for School Teachers.
7. To partake in the arrangements for Performance Management
8. To share the corporate responsibility for the well-being and discipline of all pupils.
9. Assist in the education process for 190 days per annum.
10. Attend training as directed by the head teacher for 5 working days per annum plus relevant staff meetings/briefings.
11. In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils who are assigned to you

### **TEACHING DUTIES**

1. You are required to teach Gypsy, Roma and Traveller children within the school, as arranged and agreed, having due regard for the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. Co-ordinate and direct the work of teaching assistants who assigned to the class.
3. Prepare necessary resources and materials.
4. Maintain a safe and stimulating classroom environment.
5. Maintain classroom resources.
6. Follow the school's assessment and recording procedures.
7. Maintain positive relationships with parents and formally report individual's progress to parents on an annual basis.

### **SUPERVISION AND CARE OF CHILDREN**

1. Supervise cloakrooms and other public areas
2. Supervise at playtimes according to the Duty-Rota

### **ADDITIONAL**

1. Keep up to date and disseminate information about new developments related to Gypsy, Roma and Traveller achievement by reading and attending meetings.
2. Work with the staff team to maintain an attractive and well-organised school environment.
3. Carry out other duties or responsibilities as directed from time to time by the Head teacher, which could reasonably be construed as being in the remit of the post.
4. This post has a high level of contact with, and responsibility for, children.
5. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
6. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you the post holder.

7. The post holder must carry out his/her duties with full regard to the Academies Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
8. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
9. Any other duties of a similar nature related to the post which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **DBS CHECK** BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The Governing Body of St Teresa's RC Primary School and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Head Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo a Disclosure and Barring Service Check (previously CRB) Check from the Disclosure and Barring Service (DBS).

**Date : October 2017**