

St Edmund Campion Catholic School and Sixth Form Centre

Job Description: Class Teacher

*St. Edmund Campion Catholic School exists as part of a partnership of home, parish and school, which together educate and pass on the Faith to our children. We aim to assist parents in their God given role as educators by providing a Catholic secondary education.*

*As a Catholic school, our aim is to develop a community which is based on the teachings of Jesus Christ and guided by the Holy Spirit. It is a community based on love, trust and respect, in which young people develop as fully integrated persons in Christ.*

*Together we strive for every member of our community to achieve their full potential, academically, personally and spiritually in the atmosphere of high quality personal relationships.*

**To model Catholic moral purpose and an enthusiasm for making a positive difference for children and to engender in others the belief that schools have a crucial role to play in changing lives and improving life chances.**

**St Edmund Campion Catholic School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment.**

An enhanced DBS check is required for all successful applicants.

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| **Postholder:** |  |
| **Faculty/Line Manager:** |  |
| **Salary:**  |  |
| **Disclosure Level:** |  |
| **Working Time:**  |  |
| **Job Description Effective from:** |  |
| **Line Management Responsibilities:**  |  |
| **Liaison:**  |  |

**1. Applicable Contract Terms and Duties:**

This job description is to be performed in accordance with the School Teachers’ Pay and

Conditions Document and within the range of duties set out in that document so far as relevant to

the postholder’s title and salary grade. The post is otherwise subject to the Condition of Service

for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed

conditions of employment to the extent that they are incorporated in the postholder’s individual

contract of employment. .

**2. Relationships:**

* The postholder is responsible to the Headteacher in all matters, and to the Head of Department in

respect of the Departmental timetable and the appropriate Assistant Headteacher Pastoral

matters.

* The postholder also interacts on a professional level with colleagues and seeks to establish and

maintain productive relationships with them and to promote mutual understanding of the school’s

curriculum with the aim of improving the quality of teaching and learning in the school.

**3. Particular Responsibilities:**

**A. As a member of staff**

Under the guidance and direction of the Headteacheror Deputy Head to:

* Carry out the professional duties of a school teacher ;
* Carry out a share of supervisory duties in accordance with published rosters;
* Participate in appropriate meetings with colleagues and parents relative to professional duties;
* Implement whole school and Authority policies;
* Implement the school’s policy on equal opportunities;
* Contribute to the development and implementation of the school development plan;
* Contribute to the creation of an attractive learning environment in the school;
* Cover for absent colleagues;
* Participate in arrangements for her/his training and professional development;

**B. As a member of a Faculty/Department**

* Under the guidance and direction of the Head of Department to:
* Plan and prepare courses, lessons and teaching materials;
* Teach the students assigned to her/him, including the setting, marking and assessing work to be carried out by students in school and at home;
* Communicate with parents about students’ progress;
* Maintain good order and discipline among students and safeguard their health and safety, both in school and in authorised school activities elsewhere
* Participate in meetings relating to curriculum administration or organisation;
* Participate in public and internal examinations arrangements;
* Complete reports/data entries on time/UCAS subject references.

**C. As a Teacher**

* To adhere to the Teaching Standards/Staff Code of Conduct.
* Plan, prepare and teach lessons to students assigned to him/her with differentiation according to their educational needs and seating plan is in place.
* Arrive on time at classroom for lesson.
* Meet and greet each class in the corridor at the beginning of the lesson and ensure orderly entrance. Check that students are in the correct uniform and are not chewing gum
* Ensure there is a ‘Do Now’ task for the students as they enter the classroom in silence.
* Register the attendance of students at each lesson and communicate absences correctly with no errors.
* At the end of the lesson ensure that home learning has been correctly assigned to the students with clear deadlines in their planner and uploaded on ‘Show My Homework’.
* Finish lesson on time and ensure an orderly exit from the class with students putting in their chairs or in the case of P5 chairs on tables and all litter is removed from the classroom;
* The teacher moves to the corridor and directs the class to keep to the left and directs them to their next lesson by the appropriate route.
* Be responsible for her/his teaching room with regard to health and safety, organisation, layout and display
* Keep abreast of developments within the teaching of the subjects through INSET and other means of professional development;
* Mark students work with school and faculty policy and ensure that students are responding to the marking and students improve work through correct ‘DIRT’ procedures with green pen.
* Follow the school’s assessment procedures and provide reports for parents according to the school’s schedule.
* Organise and run extra-curricular activities;
* Ensure that praise points are logged on Progress for students as appropriate.
* If for any reason you are not in school quality cover work must be provided for lessons and forwarded to your faculty/line manager and the Cover Manager

**D. As a Form Tutor**

Under the guidance and direction of the House Leader

* Begin each session with the students with a prayer and encourage tutees to lead on prayer in form and to lead on form assembly as per the House Leader programme.
* Correctly record and monitor the attendance of all students and follow up and keep records on poor attendance as appropriate in collaboration with the attendance team.
* To monitor daily and ensure that students comply with the uniform code.
* Complete Tutor Checklist.
* Implement the school Tutor Time Reading Strategy.
* Keep an accurate and up-to-date Tutor Group Register and follow up lateness and absence.
* Insist on high standards of work, behaviour, attendance and punctuality from members of the Tutor Group.
* Complete ‘Knowing Your Students’ (KYS) profiles of the tutor group.
* Monitor the academic progress of each member of the tutor group using the school systems.
* Regularly oversee the completion of student diaries.
* Each Form Tutor will have a target group.
* Teach the PSHEE and CEIAG programmes as per the SOW in tutor periods.
* Progression Time at Post 16.
* Attend assemblies with the Tutor Group and supervise their behaviour to ensure that students move around the school in an orderly manner with coats and bags left in the class room.
* Participate in weekly House team meetings and activities.
* Participate in Parents’ Evenings and Review sessions involving the Tutor Group, and foster good home/school relationships by contacting parents directly to address issues, poor attendance and under performance.
* Complete UCAS Tutor References on time and to a high standard.

You have specific responsibilities under Health and Safety/Child Protection legislation to ensure that you:

* Report any health and safety concerns to your faculty/line manager as soon as practicable.
* Report any safeguarding children / child protection concerns to one of the school’s designated senior persons (DSP).
* Take reasonable care for your own and others health and safety, and that of others affected by what you do, or do not do.

I understand that all school polices in the staff secure area are available on SharePoint and it is my responsibility to familiarise myself with these policies and to adhere to the school’s confidentiality policy.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties

Signature of Post Holder: ........................................................

Date: ....................................

Signature of Headteacher: ........................................................

Revised: 17 July 2017

Discussed/reviewed at SLT: 20 July 2017



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| JOB TITLE:POST-HOLDER NAME: |
|  | CRITERIA | ESSENTIAL |
| 1 | Initial Qualification | * Qualified teacher status.
* Supportive of the Catholic Ethos of the school.
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| 2 | Further Qualifications/Professional Development. | * Degree in subject specialism.
* Recent, relevant in service training in current educational practice.
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| 3 | Experience | * Relevant secondary school experience.
* Successful and varied teaching experience in appropriate phase(s).
* Knowledge and understanding of the National Curriculum as it effects their subject area.
* Demonstrate an understanding of school development planning particularly in relation to child protection/safeguarding/prevent strategy.
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| 4. | Skills and Abilities | * The ability to establish good working relationships with teaching colleagues and support staff.
* The ability to think flexibly and analytically in a period of constant and rapid change.
* To have sound interpersonal skills being able to relate to pupils and staff from a variety of ethnic and cultural backgrounds.
* Commitment to the promotion of equal opportunities in a multi-cultural school.
* A sound level computer literacy is required..
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| 5 | Other | * A commitment to involve parents, governors and the community in the work of the school.
* Promotion of positive behaviour strategies and constructive handling of problems in line with the school’s behaviour for learning policy.
* High levels of motivation and commitment.
* Stamina and sense of optimism.
* Personal ambition to succeed and develop,
* A commitment to working in partnership with all stakeholders to ensure that students achieve high standards.
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Post Holder’s Signature: ……………………………………………………………………………………………………………………………………………

Headteacher’s Signature: ……………………………………………………………………………………………………………………………………………

Date: …………………………………………….

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