ST MICHAEL'S CATHOLIC HIGH SCHOOL

SUBJECT TEACHER
JOB DESCRIPTION

1. JOB TITLE:
Classroom Teacher – **GEOGRAPHY**

2. JOB PURPOSE:
To manage teaching and learning effectively in order that each individual student achieves his/her full potential.

3. ACCOUNTABLE FOR:
Individual students assigned to him/her, as decided by the Headteacher/Subject Leader.

KEEPING CHILDREN SAFE
It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

4. ACCOUNTABLE TO:
Subject Leader/Line Manager.

5. KEY ACCOUNTABILITIES:

1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.

2. To carry out teaching duties in line with teachers' pay and conditions and National Standards for Qualified Teacher Status (TTA).

3. To plan and teach lessons in accordance with the approved programmes of study, schemes of work, assessment arrangements and the school's policies.

4. To produce, on an approximate 9 week cycle, up to date and informed assessment data on each student taught, in order to facilitate the monitoring of individual student progress.

5. To ensure that Departmental Policies are practiced consistently across the age phases, including Assessment Reporting and Recording, Equal Opportunities and Differentiation, Behavior etc. (cf. Individual Departmental Handbooks).

6. To carry out those accountabilities, based on the time budget, for the effective delivery of a broad and balanced education.

7. To take an active role in personal and career development via Performance Management and in accordance with the school's Staff Development Policy.

6. KEY TASKS:

1.1. Planning of lessons in line with school and department policies.

1.2. Self-assessing lessons and evaluating teaching as an on-going process.

1.3. Making lesson plans available to those interested parties who may observe lessons.

1.4. Set high expectations for student behavior and discipline within a Catholic/Dominican ethos.

1.5. Set homework according to Homework Policy and Homework Timetable.

1.6. Maintain a neat and tidy classroom environment that supports quality learning and teaching and high expectations.

1.7. Using display as an interactive teaching tool and maintaining it according to school display policy.

2.1. Set challenging targets (using national, CSF and school data) for students based on their baseline data which reflect progress over a key stage*.

2.2. Carrying out all planned assessments in line with statutory, school and departmental policies.

2.3. Recording, in an efficient way, the data generated by such assessments.

2.4. Filing of such evidence, as required, to fulfill statutory, school and departmental assessment requirements.

2.5. Filling in individual progress sheets on a 9 week cycle for the purpose of affording the form tutor ongoing and up to date information on students within her/his tutor group.

2.6. Developing targeted intervention strategies in discussion with subject leader/colleagues to address individual under-achievement.

2.7. Being available to parents, when required and appropriate, to discuss the progress of individual students.

3.1. Contributing positively to the production of departmental policies.

3.2. Being up to date and aware of the demands which such policies put on individual teachers.

3.3. Translating such policies into practice in the daily carrying out of his/her work.

3.4. Monitoring the practice of those policies for which the teacher may have been given accountability.

3.5. Being available to teachers who may seek advice on any policy for which the teacher has accountability.

4.1. Being present at all relevant meetings.

4.2. Taking an active and developmental part in such meetings in order to offer individual students the best broad and balanced education possible.

4.3. Willing to contribute to the staff development aspect of such meetings in an active and positive way.

4.4. Writing up minutes, on a rota basis, of such meetings, as planned by the Subject Leader.

5.1. Participating in the school Performance Management on all aspects of the process.

5.2. Keeping abreast of developments within her/his subject relevant to their teaching.

5.3. Attending CPD, as directed by the line management system, or as applied for personally (if authorised).

5.4. To undertake any other reasonable tasks as directed by the line manager or the Headteacher.