

**Teacher**

**Job Description**

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| **Summary of the Role**  **Job Title:** Teacher  **Location:** Lichfield Cathedral School sites.  **Reporting Line:** Head of Department  **Salary:** TBC  **Role Summary:** To be responsible for teaching pupils within an educational environment across specific year groups.  **Line Management Responsibility**  None |
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| **Responsibilities Common to All Teaching Staff**   * ***Knowledge and Understanding*** * To maintain a thorough and up-to-date knowledge of the teaching of their subject(s). * To take account of wider curriculum developments where relevant. * ***Teaching and Assessment*** * To plan lessons and sequences of lessons to meet pupils’ and students’ individual learning needs and in accordance with school and departmental aims. * To use a range of appropriate strategies for teaching and classroom management to maintain good order in lessons, using praise and disciplinary sanctions in accordance with the school’s Behaviour, Discipline, Rewards and Sanctions Policy. * To use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback. To assess, record and report on the development, progress and attainment of students according to school and departmental policy. * To participate in curriculum reviews and other initiatives for quality assurance. Use the School Information System to keep accurate attendance and assessment data, and a record of rewards and sanctions and to ensure all data necessary to the efficient and effective work of their department is also maintained. * To be aware of changes in national initiatives that may affect their subject(s) and department(s). * To set, mark and record all work and homework in accordance with department policy. * To provide assessment reports to monitor pupils’/students’ progress as part of the reporting cycle. * To seek to inspire trust and confidence in students. * To engage and motivate students in their own independent learning. * To develop pupils’/students’ analytical thinking. * To take positive action to improve the quality of pupils’/students’ learning. * To create a safe and secure learning environment and support the school’s responsibility for safeguarding pupils. * To maintain a log of student attendance on a lesson-by-lesson basis. * To maintain appropriate contact with parents when required and in accordance with school policy. * To ensure compliance with requirements for exam entries, coursework/controlled assessment and exam arrangements as necessary in their role. * To consider and propose as appropriate improvements for School policies, systems and procedures to ensure good practice is followed in school. * To maintain all records in accordance with the Data Protection Act 1988. * ***Pupil Progress*** * To ensure that all pupils/students achieve well relative to their prior attainment and potential, making progress as good as or better than similar pupils nationally. Where this is not occurring, to ensure that their concerns are raised with the appropriate line manager. * To undertake, where required, the responsibilities of a form tutor, in accordance with school policy, and to seek to create a strong corporate spirit within the tutor group. * To liaise with parents as appropriate in supporting pupils’/students’ progress. * ***Wider Professional Effectiveness*** * To take responsibility for securing appropriate professional development and use the outcomes to improve teaching and pupils’/students’ learning. * To make an active contribution to the policies and aspirations of the School. * To work towards and support the School’s vision and objectives. * To attend such meetings as are required as part of the proper functioning of their department; these may include, for example, Curriculum Committee meetings, departmental meetings, meetings if appropriate with external examination boards and attend and contribute to departmental, tutor and staff meetings. This is not an exhaustive list. * To contribute to the School’s annual framework for performance review. * ***Professional Characteristics*** * Inspires trust amongst colleagues, pupils, students and parents. * Is well organised. * Is an adept and adaptable communicator. * Shows a high degree of flexibility and innovation. * Is capable of working well within a team or on individual tasks with a high degree of self motivation and the ability to motivate others. * Understands the highest priority is the wellbeing and safeguarding of all the pupils and students at the School and that this is their first responsibility. * ***Other Duties and Responsibilities*** * Carry out an appropriate share of the collective staff responsibility to cover for absent colleagues on any school site and will remain on site until the end of the teaching day should you be required to provide cover. * Participate in the School performance management. This means being prepared to observe and to be observed. * To seek to care for and develop the teaching and learning environment, paying due regard to the display of students’ work and to other forms of display. * Contribute to the Extra Curricular Activities programme and other aspects of enrichment within the School, including after school clubs and events, which may be held at weekends and occasional holiday dates. * To carry out a share of supervisory duties in accordance with a published programme. * Attend all School functions relating to their teaching Year groups or other Year groups as part of the whole school programme. * To promote the School and all whole or part-school, i.e. activities including participation in internal and external marketing initiatives. * Keep up to date with educational theory, initiatives and practices through professional development. * Participate in any school safeguarding requirements and duties relating to boarding responsibilities and duties in support of the boarders and boarding staff. * Follow and implement school policies and procedures and meet appropriate deadlines for school reports and other communication to parents. * Conduct themselves in a professional manner and to not bring the School’s name into any form of disrepute, inside school or as an employee of the school, and to promote the School’s ethos and values. * To refer to a senior colleague, any matters which give cause for particular concern regarding a member of the department; or to acquaint them, in confidence if necessary, with any circumstances which might place teachers under undue stress or otherwise affect them adversely in the performance of their duties. * To prepare or provide support in the annual department development plans consistent with the School’s Strategic Development Plan. * To support colleagues in maintaining sound discipline within the School’s agreed procedures. * Assist with examination invigilation of internal, external and school assessment work as appropriate. * Attend any school in-service training or training specific to your role which may occur in the day, evening or on occasions at a weekend, participating in INSET opportunities, both as a participant and leader of in-house INSET sessions as required. * Attend Chapel, assemblies and whole school events that support the School’s Christian ethos. * Work cooperatively with the Leadership Team. * Undertake any reasonable request from the Headmaster in line with your professional role and level of responsibility to ensure the efficient and effective operation of the School. * Work within the School’s policies to promote equality of opportunity for all students and staff, both current and prospective. * Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, students, parents and colleagues. * Work within the School’s Health and Safety Policy to ensure a safe working environment for staff, pupils, students and visitors. * Adhere to School’s policies and procedures as set out in the staff handbook or other documentation available to all staff.   Signature of Employee:  Print Name:  Signature of Line Manager or Head:  Print Name of Line Manager or Head:  Date of Signature / Agreement:  Date of review:  This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

**Job Title: Classroom Teacher**

**Responsible to: Head of Department**

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|  | **Essential** | **Desirable** |
| **Skills and Abilities** | * A proven track record as an outstanding teacher * Ability to lead, inspire, motivate and support pupils and colleagues. * First-class planning, assessment and record-keeping * Highly organised having the ability to work in a self-directed manner * A proven record of raising standards and of initiating and maintaining innovative curriculum design and delivery, with a clear vision for success * Excellent problem-solving skills * Excellent organisation and administrative skills * Able to present oneself and represent the school at internal and external functions and forums. * Excellent ICT skills | * A commitment to celebrating students’ achievements, skills and talents, as well as an ability to tackle problems effectively |
| **Knowledge and Experience** | * Excellent subject knowledge * A detailed understanding of all current educational initiatives and developments which apply to the subject * Relevant teaching experience | * An understanding of Health and Safety issues within an educational setting |
| **General Attributes** | * Excellent written and oral communication skills * An ability to develop and maintain positive relationships with students, colleagues and parents * An ability to work effectively under pressure * A commitment to extra-curricular activities and to the school’s involvement in the wider community | * A good sense of humour * A flexible approach to tasks * A willingness to contribute to whole-school initiatives * A commitment to networking and the sharing of best practice |
| **Professional Qualifications and Training** | * A good Honours degree in your related subject * A DfE recognised teaching qualification * A commitment to the continuing professional development of all members of the Department | * + A higher degree or a commitment to further professional development at post-graduate level |
| **Other** | * A commitment to equal opportunities * High level of personal and professional integrity * Ability to exercise discretion and confidentiality |  |