**JOB DESCRIPTION FOR TEACHER OR FACULTY MEMBER**

**Overview:**

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham. The Head Teacher is the school’s leading professional.

**Purpose:**

The prime purpose of this role is to:

* Teach the subject from Key stage 3 – Key stage 5

The general duties and responsibilities of the role are:

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher / form tutor
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
* To contribute to raising standards of student attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal, academic growth and spiritual growth.
* To carry out the statutory secular tasks laid down in the current School Teachers’ Pay and Conditions of Service Document in the light of procedures, policies and guidelines adopted by the Governing Body.
* To contribute to the Catholic life of the school community.

**Reporting to:**

* Subject Leader for Department or Faculty where relevant

**Responsible for:**

* The provision of a full learning experience and support for students.

**Liaising with:**

* Head Teacher and Deputy Heads
* Teaching/support staff, LEA representatives, external agencies and parents.

**Working Time:**

* 195 days per year, full-time.

**Salary:**

* TMS/UPS

**Disclosure Level:**

* Enhanced.

**MAIN (CORE) DUTIES**

**Operational/Strategic Planning:**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty
* To contribute to the Curriculum Area and Faculty’s development plan and its implementation
* To plan and prepare courses and lessons
* To contribute to the whole school’s planning activities
* To provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.

**Curriculum Provision:**

* To assist the Subject Leader and the Deputy Head for Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives.

**Curriculum Development:**

* To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s Mission and Strategic Objectives
* To ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs.

**Staffing:**

Staff development and recruitment/deployment of staff

* To take part in the school’s staff development programme by participating in arrangements for further training and professional development
* To continue personal development in the relevant areas including subject knowledge and teaching methods
* To engage actively in the Performance Management Review process
* To ensure the effective/efficient deployment of classroom support
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Quality Assurance:**

* To help to implement school policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement
* To contribute to the process of monitoring and evaluation of the curriculum area/Faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* To evaluate your teaching of the subject in the classroom and use this analysis to identify practice and areas for improvement and take action to improve further the quality of teaching
* To ensure that information about students’ achievements in previous lessons and schools are used effectively to ensure good progress in the subject.

**Management Information:**

* To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc
* To complete the relevant documentation to assist in the tracking of students
* To track student progress and use information to inform teaching and learning.

**Communications:**

* To communicate effectively with the parents of students as appropriate
* To establish a partnership with parents to involve them in the child’s learning of the subject as well as providing information about curriculum, attainment, progress and targets
* Where appropriate, to communicate and co-operate with persons or bodies outside the school
* Develop effective links with the local community, including business and industry in order to extend the subject curriculum, enhance teaching and to develop students’ wider understanding
* To follow agreed policies for communications in the school.

**Marketing and Liaison:**

* To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools
* To contribute to the development of effective subject links with external agencies.

**Management of Resources:**

* To contribute to the process of the ordering and allocation of equipment and materials
* To assist the Subject Leader to identify resources needs and to contribute to the efficient/effective use of physical resources
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Faculty and the students.

**Pastoral System:**

* To lead morning prayer in tutor time or arrange for a senior member of staff or pupil to do this instead
* To be a Form Tutor to an assigned group of students
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
* To liaise with a Pastoral Leader to ensure the implementation of the school’s Pastoral System
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required
* To contribute to the preparation of Action Plans and progress files and other reports
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
* To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To contribute to PSHCE and Citizenship and enterprise according to school policy
* To ensure that your teaching contributes to the students’ understanding of the duties, opportunities, responsibilities and rights of citizens
* To apply the Behaviour Management Systems so that effective learning can take place
* To ensure effective development of student’s individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school.

**Teaching:**

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
* To undertake a designated programme of teaching
* To ensure a high quality learning experience for students which meets internal and external quality standards
* To evaluate the quality of teaching and standards of students’ achievements and set targets for improvement
* To prepare and update subject materials
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
* To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* To undertake assessment of students as requested by external examination bodies, faculty and school procedures
* To mark, grade and give written/verbal and diagnostic feedback as required
* Establish teaching objectives in lessons, understand the sequence of teaching and learning in the subject and communicate such information to students

**Catholic Ethos:**

* To support the Catholic Ethos of the school.
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To support the school in meeting its legal requirements for worship
* To promote actively the school’s corporate policies
* To continue personal development as agreed
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* To undertake any other duty as specified by STPCB not mentioned in the above.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the current School Teacher’s Pay and Conditions Document and the Catholic Education Service Contract.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Times in accordance with the needs of the school as identified by the Head Teacher and Line Manager and have regard to the Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post and is subject to modification or amendment at any time after discussion with the holder of the post.

The post holder will be expected to be a form tutor.

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| Employee Signature: |
| Print Name: | Date |
| Line Manager’s Signature |
| Print Name: | Date: |