**St Peter’s RC High School**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**TITLE OF POST Graduate**

**GRADE** Scale 5 (Points 22 to 26). Starting at pro rata of £20,661. 32.5 hours per week, term time only + 5 training days

**RELATIONSHIPS** *Ultimate Responsibility*

To the Governors through the Headteacher

*Immediate Responsibility*

To the Headteacher through the deputy heads.

**MAIN CONTACTS**

1. All members of the faculty

2 All members of the teaching staff through cross-curricular links

3 Members of the non-teaching staff as appropriate

**MAIN PURPOSE OF THE JOB**

* To provide individualised tuition in our study rooms for students taking examinations
* To endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and the headteacher
* To share in the corporate responsibility for the education and well-being of all pupils in accord with the school policies

**MAIN TASKS**

**Curriculum Organisation and Delivery**

1. To teach and support students in our study rooms as part of a study support team
2. To work with students taking examinations to help them achieve the highest possible grades
3. To liaise with the faculties to ensure individual students needs are fully covered

**Management**

To have responsibility for monitoring the maintenance of the condition of accommodation, furniture and equipment in the study rooms

**Assessment and Monitoring**

1. To follow the school’s Assessment Policy which reflects the school's mission statement and whole school policy on assessment
2. To implement the faculty policy regarding homework in conformity with the school's policy, and informing parents as appropriate
3. To liaise with the deputy head curriculum and to provide him with all necessary data

**Information Communication Technology**

1. To assume responsibility for care and security of ICT hardware and software in your classroom
2. To receive appropriate INSET in the relevant use of ICT in the curriculum area
3. To use new software and ICT techniques including the INTERNET where it supports learning

**Equal opportunities Policy**

Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

* to play a positive role in the spiritual life of the school community
* to maintain a high standard of discipline, appearance, punctuality and commitment in all students
* to promote parental and community involvement in the life and work of the school

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*

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**PERSON SPECIFICATION**

**Note to Applicants**:

Listed below are the minimum requirements, which are considered necessary for the post. In your application, please address each of the areas **asterisked**, giving details of your experience together with examples of how you have undertaken tasks, which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

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| --- | --- | --- | --- | --- | --- |
|  |  | **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** | | |
|  | **1.** | **Training, Qualifications, Experience:** |  | |
| \* |  | to be academically well qualified | Application Form | |
| \* |  | to have self-awareness of professional needs | Application Form | |
| \* |  | To have an understanding of the academic needs of students taking examinations | Application Form | |
|  | **2.** | **Interpersonal Skills:**  ***To be able to communicate and co-operate effectively by:*** |  | |
|  |  | being aware of the need to develop appropriate social values and standards | Interview | |
|  |  | making use of speaking and listening skills in different teaching contexts | Interview | |
|  |  | establishing and maintaining good relationships, in particular with students, parents and colleagues | Interview | |
|  | **3** | **Management and Organisation:**  ***To be able to manage and organise effectively by:*** |  | |
| \* |  | matching the teaching to the students individual needs | Interview/Application Form | |
| \* |  | working collaboratively within the team of teachers and in the study rooms | Interview/Application Form | |
| \* |  | using a variety of teaching styles | Interview/Application Form | |
| \* |  | planning and organising the curriculum to the appropriate level | Interview/Application Form | |
| \* |  | creating a purposeful, orderly, supportive and stimulating environment for students learning | Interview/Application Form | |
|  | **4** | **Curriculum:**  ***To be able to teach effectively and ensure continuity by:*** |  | |
| \* |  | promoting the social, cultural, spiritual and moral development of all students | Interview/Application Form | |
| \* |  | demonstrating clear current knowledge in the relevant subject | Interview/Application Form | |
| \* |  | planning, developing and monitoring appropriate learning activities | Interview/Application Form | |
| \* |  | understanding that the role of the school is to provide effective education for all students | Interview/Application Form | |
| \* |  | being aware of the need to maximise the potential of ICT as an aid to learning | Interview/Application Form | |
| \* |  | assessing, recording and reporting on students learning | Interview/Application Form | |
|  | **5.** | **Special Knowledge:**  ***Understanding and awareness of:*** |  |
| \* |  | the learning, social, cultural and pastoral needs of students in urban schools | Interview/Application Form |
| \* |  | the principles and practices of equal opportunities and the various cultures served by schools in urban areas | Interview/Application Form |
|  | **6**. | **Work Related Circumstances**  ***Commitment to:*** |  |
| \* |  | the school’s Equal Opportunities Policy | Interview/Application Form |
| \* |  | developing the role of parents and carers as partners in their children’s education | Interview/Application Form |