



ST THOMAS MORE CATHOLIC COMPREHENSIVE SCHOOL
JOB DESCRIPTION
SUBJECT TEACHER

ACCOUNTABLE TO: Head of Department

ACCOUNTABLE FOR: Carrying out the professional duties of a teacher as circumstances may require.

In addition to the statutory conditions of employment of school teachers in England and Wales as set out in School Teachers' Pay and Conditions Document and the contract between Governing Body and teacher certain particular duties can reasonably be required to be exercised and completed in a satisfactory manner.

They are:

- 1 To support the Catholic ethos of the school.
- 2 To be aware of school policies and ensure that they are carried out.
- 3 To attend and participate in Departmental Meetings.
- 4 To keep abreast of recent developments in the subject area.
- 5 To assist with school assemblies and liturgies.
- 6 To play a significant role in the programme of extra-curricular activities.
- 7 To monitor, assess and record pupils' development, progress and attainment according to departmental and whole school policy.
- 8 To set targets where appropriate for pupils.
- 9 To set and mark students' work regularly and to give positive feedback according to departmental and whole school policy.
- 10 To ensure that students complete the required work in preparation for GCSE examination entry.
- 11 To prepare reports as requested which report the progress of the student in an informative way.
- 12 To implement the policies of the Department and those in the Staff Handbook.

St Thomas More Catholic Comprehensive School

"Vibrant in Faith & Learning"



- 13 To manage students' homework ensuring, through a variety of means, that deadlines are met.
- 14 To keep an attendance register for each lesson and follow up as appropriate.
- 15 To participate in the arrangements for performance management, within the agreed national framework for teachers in the school.
- 16 To accept responsibility for ensuring that standards of courtesy and dress, among students are observed at all times.
- 17 To maintain good order and discipline in lessons and to assist in this about the school.
- 18 To participate in INSET made available by the school, relevant to developments within subject area and appropriate to teachers needs.
- 19 Communicating and consulting with parents of pupils at Parents'/Carers' Evenings and other occasions when needed.
- 20 Co-operating with Head of Department and departmental colleagues in the preparation and development of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- 21 To attend and participate in meetings and other activities both within and outside school as negotiated with the Head of Department and Headteacher.
- 22 Performing in accordance with any directions which may be given her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.
- 23 Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. Know the local arrangements concerning the safeguarding of children and young people. Know how to identify potential child abuse or neglect and follow safeguarding procedures. Know how to identify and support children and young people whose progress, development or well-being is affected by changes of difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Signature of Head of Department

Signature of Subject Teacher
