St Philomena's
Catholic High School for Girls

**JOB DESCRIPTION**

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| Post Title | Subject Teacher |
| Purpose: | • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.<br>• To monitor and support the overall progress and development of students as a teacher/Form Tutor<br>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.<br>• To contribute to raising standards of student attainment.<br>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. |
| Reporting to: | Subject Leader |
| Responsible for: | The provision of a full learning experience and support for students. |
| Liaising with: | Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents. |
| Working time: | 195 days per year. Full-time |
| Disclosure level | Enhanced |

**Main (Core) Duties**

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| Operational/Strategic Planning | • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department.<br>• To contribute to the Curriculum Area and department's improvement plan and its implementation.<br>• To plan and prepare courses and lessons.<br>• To contribute to the whole school's planning activities. |
| Curriculum Provision: | To assist the Subject Leader, the Assistant Head 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. |

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| Staffing | • To take part in the school's staff development programme by participating in arrangements for further training and professional development.<br>• To continue personal development in the relevant areas including subject knowledge and teaching methods.<br>• To engage actively in the Performance Management Review process.<br>• To ensure the effective/efficient deployment of classroom support.<br>• 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 quality procedures and to adhere to those.<br>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.<br>• To seek/implement modification and improvement where required.<br>• To review from time to time methods of teaching and programmes of work.<br>• 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. |
| Management Information | • To maintain appropriate records and to provide relevant, accurate and up-to-date information for registers, etc.<br>• To complete the relevant documentation to assist in the tracking of students.<br>• To track student progress and use information to inform teaching and learning. |
| Communications: | • To communicate effectively with the parents of students, as appropriate.<br>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.<br>• 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.<br>• 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.<br>• To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.<br>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students. |
| Pastoral Systems: | • To be a Form Tutor to an assigned group of students.<br>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.<br>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.<br>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.<br>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.<br>• To contribute to the preparation of Action Plans and progress files and other reports. |

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| | • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.<br>• 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.<br>• To contribute to PSHCE and citizenship and enterprise according to school policy.<br>• To apply the Behaviour management systems so that effective learning can take place. |
| 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.<br>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.<br>• To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.<br>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.<br>• To undertake a designated programme of teaching.<br>• To ensure a high quality learning experience for students, which meets internal and external quality standards.<br>• To prepare and update subject materials.<br>• To use a variety of delivery methods which will stimulate learning, appropriate to student needs and demands of the syllabus.<br>• 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.<br>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.<br>• To mark, grade and give written/verbal and diagnostic feedback as required.<br>• To ensure the learning environment is of a high standard and classroom display is conducive to learning. Display should be updated half termly in accordance with the school's Display Policy. |

**Other Specific Duties**

- 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.

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.

To undertake such other duties that may be requested by the Headteacher.

**Ethos and Culture**
To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.

To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.

**Equality and Diversity**
Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

**Training and Development**
To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the Subject Teacher will be reviewed at least once a year by the line manager.

**Safeguarding**
St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Signature: …… Date: ……

Headteacher's signature: …… Date: ……