



St Augustine's Catholic College

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SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Teacher

Reports to: Head of Department

Job Purpose: To carry out the functions of a teacher in accordance with the Teacher Standards, and the stated aims and objectives of the College and the Department.

Duties and Responsibilities

Organisation

- in consultation with the Head of Department, to plan, design and produce teaching materials and resources which are appropriate to age and ability, and are in accordance with College and Departmental Policies and Development Plans.
- in accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- assess, record and report on the development, progress and attainment of students within the College guidelines.
- effectively manage classroom and teaching resources to create a positive learning environment.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook.
- provide and facilitate the general progress and well-being of individual students, providing guidance and advice to students on educational and social matters.
- implement College policies with regard to registration, student absence, dress code, etc and enforce College rules relating to behaviour and Health and Safety
- participate in full staff and departmental meetings, and to contribute to College decision making and consultation procedures.
- participate in the College Performance Management process, and engage in professional development activities to enhance personal performance, fulfil professional potential, and be able to participate effectively in the implementation of the College ambitions and Development Plans.
- all employees of St Augustine's Catholic College are expected to be supportive of the Christian ethos of the college, its vision and core values.

Additional Specific Duties

- to be a Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor.
- to participate actively in, and support the development of, the extra-curricular and/or enrichment activities in the department and across the whole college.

General Duties

- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail, Classcharts)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Learning Support Assistants / Teaching partners with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.