# **ST SIMON STOCK CATHOLIC SCHOOL**

#### JOB DESCRIPTION

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| NAME |  |
| **POST** | Teacher |
| **GRADE** |  |
| **HOURS OF WORK** | 32 ½ hours per week |
| **LINE MANAGER** | Subject Leader |

This appointment is in accordance with the Employment Rights Act 1996. The Governors of St Simon Stock Catholic School undertake to ensure that any future changes in the terms will be entered in this document or otherwise recorded for reference within one month of the change.

As a member of St Simon Stock Catholic School, you are expected to contribute to the Catholic ethos.

### MAIN DUTIES

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|  | To plan, prepare and teach lessons in accordance with the department’s Scheme of Work. |
|  | To ensure that students work is at the level and pace most suited to their ability by differentiating teaching methods and resources. |
|  | To follow the school and departmental strategies on feedback and assessment.  |
|  | To use marks and individual target data (available on class marksheets on Assessment Manager) to monitor the individual progress of students. |
|  | To use the outcomes of monitoring to plan teaching methods according to the needs of individual students, and to set individual targets for improvement. |
|  | To maintain order and purposeful activity in the working area.To promote the standards of behaviour and activity within lessons and throughout the school, as detailed in the relevant department and school policies. This includes safeguarding procedures. |
|  | To reward and correct behaviour as appropriate, and to use the school’s referral procedures as necessary, as detailed in the staff handbook and during the induction programme. |
|  | To register attendance in all lessons, and alert the Subject Leader and Pastoral Team if there is any concern with attendance or possible truancy. |
|  | To keep an accurate record of student achievement and targets**,** by uploading test scores on SIMS, and to follow the school’s report cycle, both as directed by the Subject Leaders. |
|  | To share good practice with colleagues in order to develop learning and teaching methodology in the school. |
|  | To keep up-to-date with developments in the teaching of the subject through attendance at department meetings, and CPD activities. |
|  | To support individual students (including those of students with Learning Difficulties and Disabilities, English as an Additional Language, Looked After Children, and Gifted & Talented students - details of which are included elsewhere in this handbook) as necessary as determined by the Subject Leader and the AENCO and to follow Educational Health Plans.  |
|  | To attend all calendared meetings including parents’ evenings and any other meetings arranged to discuss student progress with parents |
|  | To undertake an appropriate share of tasks as requested by the Subject Leader to ensure effective management by the subject team of the curriculum area, including innovations to the Schemes of Work. |
|  | To ensure that the student working area is a well-ordered and stimulating learning environment, with students’ work and other learning materials attractively displayed and regularly renewed |
|  | To ensure that teacher-produced learning resources are accessible to students on the school’s Virtual Learning Environment, as directed by the Subject Leader, and in accordance with the school policy. |
|  | To implement other policies and procedures appropriate to the work of a subject teacher that are outlined in the staff handbook. |
|  | To carry out a share of supervisory duties in accordance with published duty lists. |
|  | To set cover work in the event of planned absence, and – if possible – in the event of absence due to illness. |