



ALL SAINTS

CATHOLIC COLLEGE

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Classroom Teacher

Job Description

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What is the purpose of the job?

To lead learning within the classroom and be accountable for the achievement of the students taught

What do you have to achieve?

- create an ethos within the classroom in accordance with our Vision and values
- maximise the achievement of all students by implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum
- facilitate and encourage an enjoyable learning experience for all students to attain their individual potential
- ensure good student behaviour in the classroom which is appropriate for school
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

What are the job particulars?

- MPS
- accountable to the Subject Leader, Core Assistant Headteacher and the Headteacher
- the activities outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

What do I have to do?

Operational/Strategic Planning:

- to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area
- to contribute to the curriculum area development plan and its implementation
- to plan and prepare courses and lessons
- to contribute to the whole school's planning activities

Curriculum Provision:

- to assist the Subject Leader, the Assistant Headteacher, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

Staffing

Staff Development: Recruitment/Deployment of Staff:

- to take part in the school's staff development programme by participating in arrangements for further training and professional development
- to continue personal development in the relevant areas including subject knowledge and teaching methods
- to engage actively in the Performance Management Review process
- to ensure the effective/efficient deployment of classroom support
- 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

- to lead in the process of monitoring and evaluation of curriculum development in line with agreed school procedures, including evaluation against quality standards and performance criteria
- to seek/implement modification and improvement where required
- to review from time to time methods of teaching and programmes of work
- 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 of Resources:

- to contribute to the process of the ordering and allocation of equipment and materials
- to assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- to cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

Management Information:

- to maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc.
- to complete the relevant documentation to assist in the tracking of students
- to track student progress and use information to inform teaching and learning

Pastoral System:

- to be a Form Tutor to an assigned group of students
- to promote the general progress and well-being of individual students and of the form tutor group as a whole
- to liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System

- to register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- to evaluate and monitor the progress of students and keep up-to-date student records as may be required
- to contribute to the preparation of action plans and progress files and other reports
- to alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- 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

Marketing and Liaison:

- to take part in marketing and liaison activities such as open evenings and parent evenings
- to contribute to the development of effective subject links with external agencies

Communication:

- to communicate effectively with parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the school

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
- to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- to provide, or contribute to, oral and written assessments reports and references relating to individual students and groups of students
- to ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students
- to undertake a designated programme of teaching
- to ensure a high quality learning experience for students which meets internal and external quality standards
- to prepare and update subject material
- to use a variety of delivery methods which will stimulate learning appropriate to student need and demands of the syllabus
- to maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standard of work and homework
- to undertake assessment of students as requested by external examination bodies, departmental and school procedures
- to mark, grade and give written/verbal and diagnostic feedback as required

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 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 assessment 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.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.