



ALL HALLOWS CATHOLIC SCHOOL JOB DESCRIPTION

TEACHER

Post: **Teacher of Business &/or Economics**

Accountable to: **Senior Leadership Team and Head of Department**

ROLE OF TEACHER

Under the direction of the Senior Leadership Team and the Head of Department:-

- To contribute to the teaching in the department
- To create learning experiences for the students, at all levels of the school, in accordance with the published mission statement and aims of the school, maintaining departmental policies on methodology, homework, assessment and reporting which reflect these aims
- To assist the head of department in the continued discipline in the departmental teaching areas, and to liaise with the appropriate year head in matters of pastoral care
- To carry out the specific responsibilities detailed as follows:-

Additional Responsibilities:

- To supervise students in the teaching areas assigned to the department including adherence to relevant Health and Safety regulations
- To assist the Head of Department as directed to monitor the storage and use of teaching resources, books and equipment in the department
- To be the Form Tutor of an assigned form and to carry out related duties in accordance with the general job description of Form Tutor

General Duties:

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



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ROLE OF FORM TUTOR

Principal Responsibilities:

Under the direction of the Senior Leadership Team and Head of Year:-

- To monitor and actively support the academic, spiritual and social progress of the students in the tutor group
- To be the first point of contact between the individual student and the school
- To be the first point of contact for parents in the school
- To be concerned with the individual needs of unique persons by affirming, strengthening and healing
- To foster the relationship between home and school

Additional Responsibilities:

- To maintain the form register accurately as a 'document in law', using the prescribed forms and keeping the document up to date
- To lead and/or organise an appropriate daily act of worship by the tutor group, to attend assemblies with the tutor group and to assist in the preparation of liturgy when required
- To monitor attendance, punctuality and school journals in line with the guidelines in the staff handbook
- To distribute any information required by the school, students or parents
- To maintain high standards in the personal appearance, school uniform and behaviour of the tutor group
- To distribute profiles and special reports in consultation with colleagues as required
- To attend tutor meetings, parents evenings and reviews for the tutor group
- To assist in keeping student's records up to date
- To use tutorial time purposefully and profitably beyond the routine matters already listed, following the current tutorial work scheme

Key Accountabilities

The job of a teacher at All Hallows School involves performing a number of roles which are outlined on the preceding pages, together with the Specific Responsibilities negotiated between the teacher and line manager.



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No job description can be exhaustive but it is assumed that the School's Mission Statement will be the guiding principle under which all teachers operate.

The teacher should endeavour to maintain and develop the Catholic character of the school in accordance with the directions given by the governors and, subject thereto, the directions given by the Headteacher.

The responsibilities contained in this job description are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

The teacher may be required to carry out other tasks or duties as reasonably requested by the Headteacher from time to time.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post-holder must use Directed Time having regard to clause 4 (1) (f) of a teacher's Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as needed and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Threshold

All UPS1, UPS2 and UPS3 teachers are expected to meet and maintain the Core and Post-Threshold Standards as well as;

- to broaden and deepen their professional attributes e.g. planning and promoting policy initiatives
- further develop knowledge and understanding e.g. expertise in assessment requirements and understanding of different learning styles, and
- further develop skills e.g. coaching and mentoring in that context

over a period of two years before applying to progress to the next level.

In addition UPS3 and UPS2 teachers are expected to make a contribution to the school which is sustained and much more substantial than UPS1, while all three levels will be expected to continue to work at a level beyond Core Standards.