

# The Cardinal Hume Academies Trust



## St Thomas More Catholic School

### TEACHING POST - JOB DESCRIPTION

**JOB TITLE: TEACHER**

**RESPONSIBLE TO: HEAD OF DEPARTMENT**

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### **DUTIES AND RESPONSIBILITIES**

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:-

1. (a) Planning and preparing schemes of work, courses and lessons;  
(b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;  
(c) Assessing, recording and reporting on the development, progress and attainment of pupils.
2. (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;  
(b) Providing guidance and advice to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;  
(c) Making records of and reports on the personal and social needs of pupils.  
(d) Communicating and consulting with the parents/guardians of pupils;  
(e) Communicating and co-operating with such persons or bodies outside the school as may be approved by the Governing Body;  
(f) Participating in meetings arranged for any of the purposes described above.
3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

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4. Participating, if required, in any scheme of staff development and performance management.
5. (a) Reviewing from time to time his/her methods of teaching and programmes of work;  
(b) Participating in arrangements for his/her further training and professional development as a teacher including lesson observations.
6. Advising and co-operating with the Headteacher and staff on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
7. Maintaining good order and discipline among pupils in accordance with the policies of the Governing Body and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
8. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
9. Supervising and teaching any pupils whose teacher is not available within the terms of the appropriate cover agreement.
10. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.
11. (a) Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of trainees (including beginning teachers, overseas trained teachers, School Direct trainees and TEACH FIRST teachers);  
(b) Co-ordinating or managing the work of other teachers;  
(c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
12. (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;  
(b) Attending preparing and delivering assemblies;  
(c) Registering the attendance of pupils and supervising pupils, including duties to be performed before, during or after school, eg before school, break, lunch and after-school duties.

This 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.

This job description is not necessarily a comprehensive description of a teacher's particular duties nor is it contractual. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder. The Headteacher may require variations consistent with the changing needs of the School within the competence of the postholder.

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