



ST. ANTHONY'S SCHOOL  
FOR BOYS

## Job Description

**Job Title:** Class Teacher/Subject Specialist

**Reports to:** Deputy Head, Academic and Deputy Head, Pastoral

**Location:** St Anthony's School for Boys

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Teachers at St. Anthony's must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims.

Teachers will have high expectations for all children, as well as excellent organisational skills. In addition to the duties outlined in the schools teacher contract and staff handbook, main duties and responsibilities will include those outlined below.

Teachers are accountable to the Headmaster, Deputy Head and SLT, and are line managed by the Head of Department, if Subject Specialist.

### **RESPONSIBILITIES:**

#### **Planning, Teaching and Class Management:**

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Plan lessons and sequences of lessons to meet pupils' individual learning needs and plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs of pupils who are:
  - underachieving;
  - very able.
- Secure a high standard of pupil behaviour in the classroom, through establishing appropriate rules and high expectations of discipline which pupils respect and use a range of appropriate strategies for teaching and classroom management.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Plan effectively, where applicable, to meet the needs of those pupils with special educational needs and prepare, implement, monitor and review individual education plans.
- Design and adapt long, medium and short term plans for all schemes of work taught.

**Pupil Achievement:**

Teachers should be able to demonstrate that, as a result of their teaching, their pupils achieve well relative to the pupils' prior attainment. This could be shown in marks or grades in any relevant standardised tests or school-based assessments or through samples of work.

**Monitoring & Assessment:**

- a) Assess how well learning objectives have been achieved and use this assessment to inform future teaching;
- b) Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for future progress;
- c) Set clear targets for improvement of pupils' achievement and monitor pupils' progress towards those targets;
- d) Administer and mark regular summative assessments as agreed by school policy.

**Managing own performance and development:**

- a) Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach;
- b) Understand their professional responsibilities in relation to school policies and practices;
- c) Set a good example to the pupils through presentation and personal conduct;
- d) Evaluate teaching critically and use this to improve effectiveness;
- e) Participate in the school's Performance Management programme.

**Managing and developing staff and other adults:**

- a) Establish effective working relationships with professional colleagues including, where applicable, associate staff;
- b) Direct and line-manage Teaching Assistants and other relevant support staff effectively.

**Wider Professional Effectiveness**

- a) Effectively co-ordinate a particular area(s) of the curriculum;
- b) Contribute to the extra-curricular life of the school;
- c) Make an active contribution to the life and aspirations of the school.

**Other Responsibilities:**

- All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club.
- Teachers are required to attend Staff Meetings and Briefings, Inset Days, Parents' Evenings and Meetings, Open Days and School Fetes.
- Teachers will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary.
- The Teacher is also required to carry out other reasonable duties as are from, time to time, necessary.

*Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.*

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**SAFEGUARDING**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

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**JOB DESCRIPTION AGREEMENT**

Job Holders signature:

Date:

Manager's signature:

Date: