



St Thomas More RC College

**A group of believers united heart and soul in community, commitment,
communication and communion
(Acts of the Apostles 4:32)**

JOB DESCRIPTION

STANDARD SCALE TEACHER

All teachers will endeavour to implement the College Mission Statement, promoting and supporting the ethos of the College as a learning and caring community committed to following Christ's teaching. Each teacher shall carry out the professional duties of a schoolteacher as circumstances may require under the reasonable direction of the Headteacher.

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

1. Teaching:
 - a. Planning and preparing courses and lessons; advising and co-operating with the Subject Leader in the preparation and development of materials for effective teaching including the fullest possible use of new and emerging technologies.
 - 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 pupil in college and elsewhere.
 - c. Assessing, recording and reporting on the development, progress and attainment of pupils: In each case having regard to the curriculum for the college and the needs of individual learners.

2. Other Activities:
 - a. promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her, including undertaking all the duties associated with being a Form Tutor.
 - b. providing appropriate guidance and advice to pupils on education and social matters and on their further education and future

- c. participating in departmental and other meetings within directed time.
3. Performance management and professional development:
 - a. Participating in arrangements made in accordance with the College performance management policy.
 - b. Participating in arrangements for his/her further training and professional development as a teacher.
4. Discipline, health and safety

Securing and maintaining good order and discipline among the pupils, in line with departmental and college policies, and safeguarding their health and safety both when they are authorised to be on the college premises and when they are engaged in authorised college activities elsewhere.
5. Cover

Supervising and teaching any pupils whose teacher is not available to teach them in line with the agreement procedures.
6. Public Examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations, recording and reporting such assessments.
7. Leadership

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 college; thus ensuring the fullest possible engagement in distributed leadership within the college.
8. Administration

Participating in administrative and organisational tasks relating to college duties as are described above, including the management or supervision of persons providing support for the teachers in the college and the ordering and allocation of equipment and materials.

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The post requires an enhanced disclosure from the Disclosure and Barring Service (DBS).