



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

## APPENDIX 1

*Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.*

*We are committed to safeguarding and promoting the welfare of children*

### ROLE: TEACHER OF ENGLISH

#### Key responsibilities:

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*We are committed to safeguarding and promoting the welfare of children*

You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

#### Part 1

You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

#### Part 2

You are required to carry out the duties of a school teacher as set out in the current School Teacher Pay and Conditions of Service Document. This requires you to carry out such duties as the Headteacher may reasonably direct from time to time.

#### Part 3 - Job Purpose

- To contribute to the teaching of English under the direction of the Subject Leaders
- To deliver the National Curriculum as outlined in KS3-KS5 activity timetables provided by the Subject Leaders.
- To participate fully in the extra-curricular life of the school
- To be responsible for assisting in the development of schemes of work
- To carry out both Formative and Summative assessment procedures as outlined in the Department Handbook
- To effectively record assessments undertaken using the Department's central record systems
- To complete whole school data collection tasks as directed
- To contribute to monitoring and learning ideas during department inset and participate in practical training days focused on sharing good practice where appropriate

#### Part 4 - Accountabilities

You are responsible to the Headteacher, the Senior Leadership Team member with responsibility for your Department and the Subject Leader.



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You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times within the departmental area
- Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged
- Encourage an environment and ethos which underpins and enhances students' learning and rewards students' achievements
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

### Part 5 - Key Responsibilities and Duties

- To help in the organisation and supervision of departmental trips, visits and extra-curricular activities where appropriate
- In line with Department policy regularly liaise with parents on matters such as behaviour, participation levels and pupil achievement and anything relevant to the Department. Where necessary provide feedback through department concern and/or praise letters, telephone calls and/or messages through the pupil diary
- Implement the Department's Rewards and Sanctions policy (as outlined in the Department handbook)
- Attend Parent Consultation Evenings

### Monitoring

- To keep an accurate and up to date register for all classes taught
- Regularly mark pupils work in line with the School's marking policy. Monitor pupil progress and address under-achievement using Departmental policies
- To contribute to the development of self-evaluation procedures within the department.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

**All members of staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.**

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Line Manager.....

Date.....

## TEACHER – PERSON SPECIFICATION

### Essential

### Evidence

Educational Qualifications	<ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent</li> <li>• GCSE Maths &amp; English A*-C</li> </ul>	A
Experience	<ul style="list-style-type: none"> <li>▪ Recent demonstrable evidence of effective teaching or teaching practice</li> </ul>	A

### Attribute

### Essential/Desirable

### Evidence

Educational Qualifications	<ul style="list-style-type: none"> <li>▪ QTS</li> <li>▪ First Degree or equivalent</li> </ul>	A A
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> <li>▪ Excellent classroom practitioner</li> <li>▪ Commitment to the school's Values and Ethos</li> <li>▪ Ability to enthuse and motivate students and staff</li> <li>▪ Commitment to school improvement through self-evaluation</li> <li>▪ Accurate and productive use of assessment</li> <li>▪ Good subject and curriculum knowledge</li> <li>▪ Promotion of good progress and outcomes by students</li> <li>▪ Ability to communicate effectively at all levels both orally and in writing</li> <li>▪ Ability to operate effectively as part of a team</li> <li>▪ Excellent IT skills</li> </ul>	R A/R A/R A/I A/I A/I A/I A/I A/R A
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Commitment, enthusiasm and energy</li> <li>▪ Commitment to equal opportunities and the inclusion of all</li> <li>▪ Interested in personal and professional development</li> <li>▪ Hardworking and willingness to get involved in the whole school life</li> <li>▪ Ability to be flexible and work effectively under pressure</li> <li>▪ A good sense of humour and perspective</li> <li>▪ A willingness to give generously of personal time to support school events and activities</li> </ul>	R I/R I A/I I A/I R/I R/I A/I

