



JOB DESCRIPTION - TEACHER

Reports to:	Head of Department
Working time:	195 days per year (Full time)
Salary/Grade:	Teachers' Main Pay Scale (MPS)

KEY ROLES &PURPOSE

- To support the Catholic ethos of the school and embody our Veritas values both in professional conduct and in expectations for pupils
- To play a full part in the life of the School community, supporting its distinctive ethos and mission statement and leading by example to encourage staff and pupils to do the same
- To support the School in meeting its legal requirements for worship
- To promote actively the School's policies
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils within your Department
- To monitor and support the overall progress of pupils as a teacher
- To fulfil the role of a Form tutor or co-tutor
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising pupil attainment
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.

PLANNING & CURRICULUM PROVISION

- To assist in the development of courses, schemes of work and individual lessons; appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies within the Department
- To contribute to the Departmental Action Plan and its implementation
- To contribute to the whole School's planning activities
- To contribute to the Departmental process of self-review and evaluation
- To assist the Head of Department to identify resource needs and to contribute to the efficient and effective use of resources
- To assist the Head of Department and second in charge in ensuring that teaching and learning within the department is consistently good

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the School's mission statement.

PROFESSIONAL RESPONSIBILITIES

- To take part in the School's staff development programme by participating in further training and professional development
- To ensure that you read all communication
- To be committed to professional development
- To engage actively in the appraisal process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the School e.g. being on time for duties, adhering to deadlines and being proactive in seeking information
- To actively work to develop own subject knowledge.

QUALITY ASSURANCE

- To contribute to the process of monitoring and evaluation of the Department in line with School procedures, including evaluation against quality standards and performance criteria, implementing modifications and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

MANAGEMENT OF INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the School's management information system
- To complete the relevant documentation to assist in the tracking of pupils
- To track the progress of your assigned pupils and use this information to inform your teaching and learning
- To enter data by stipulated deadlines.

COMMUNICATIONS

- To communicate effectively with the parents of pupils as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the School, following School protocols
- Attend meetings in accordance with School policy
- Liaise where appropriate with the Headteacher / SLT, other Heads of Department and relevant staff with cross-School responsibilities, relevant non-teaching support staff, LA staff, parents and pupils.

PASTORAL SYSTEM

- To be a Form Tutor to an assigned group of pupils
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.

- To liaise with the Head of Year to ensure the well-being and educational development of the pupils in your form
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Action Plans, progress files, individual education plans, and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the School concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHE according to School procedures.
- To apply the behaviour management procedures so that effective learning can take place.

TEACHING

- To teach pupils according to their education needs, including the setting and marking of work to be carried out by the pupil in School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and other key aspects of the School Improvement Plan are reflected in the teaching and learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of teaching strategies, which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain good order, discipline and respect for others in line with school policy; to promote understanding of the School's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.
- To undertake assessment of pupils as requested by external examination bodies, Departmental and School procedures.
- To mark, grade and give written and verbal diagnostic feedback to pupils of individual work and group work they have undertaken.
- To undertake any other duty within the Teaching Standards document.(see link below)

Whilst every effort has been made to explain the main duties and responsibilities of the post, you will from time to time be asked to fulfil other tasks and duties in line with School Teachers' Pay & conditions as required (see link below).

Teachers will be expected to comply with any reasonable request from Subject Leaders or Senior Leaders to undertake work of a similar level that is not specified in this job description.

Teachers are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils, as detailed in the Staff Handbook.

All staff at St James' play a crucial role in ensuring that no child is left behind and that every young person has what they need to live their life to the full.

Staff are expected to model at all times the personal and professional conduct set out in Part 2 of the Teachers' Standards and act in line with the St James' competencies for their area, as laid out in the appraisal document.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers_Standards.pdf

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>