**St Mary’s School and College**

**Job Description**

**TITLE: Teacher**

**ACCOUNTABLE TO: Principal and Head of Education**

**1. RESPONSIBILITIES:**

**Within the context of the St Mary’s Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:**

To play a major role in:

1. supporting and developing the mission and ethos of St Mary’s School and school including adherence to policies including Health and Safety, HR and Safeguarding.
2. to be an effective Teacher promoting pupil/student outcomes, especially in pupil/student achievement, effective and creative delivery of the curriculum.

**2. MAIN PURPOSE:**

The main purpose of the job is to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, can take responsibility for continuing professional development and to ensure pupils and students achieve well.

The particular duties assigned to this post are set out below. These may be reviewed and amended in the light of any changes in the requirements and priorities within the school / college. Such variations are a common occurrence and cannot of themselves justify a re-grading of this post.

**3. MAIN FUNCTIONS:**

A Planning

To plan and implement the National curriculum in specified subjects and ensure subject delivery to pupils and when necessary manage other staff in the delivery of the subject, particularly:

1. The production and updating as required of programmes of study
2. The production of an appropriate system of record keeping in line within school procedures
3. The directing, supporting and advising of support staff in the classroom setting
4. The ordering and provision of suitable resources, in partnership with others.
5. Keeping in touch with developing trends in specific subject areas, distributing relevant information to staff and attending any relevant courses and monitoring of all developments in specific subject areas including within the National Curriculum.
6. To take part in continuous professional development
7. To ensure effective planning and teaching of the curriculum with particular regard to the individual SEN of pupils.

B Teaching and Class Management

1. To maintain high levels of good behaviour and discipline
2. To inspire trust and confidence in pupils, students and colleagues and to engage and motivate pupils and students.
3. To ensure effective Classroom management in accordance with and supporting the policy and protocols of the school4. To undertake pastoral and class / form tutor responsibilities as required

C Monitoring, assessment, recording, reporting - to:

1. To monitor and record the personal and academic progress of each pupil/student with the aim of reflecting this back to the individual in accordance with the curriculum and learning policies of the school
2. To demonstrate analytical thinking to improve the quality of learning
3. To use performance data to evaluate pupil/student progress; to monitor, assess, record and report on pupil/student achievement, including in relation to additional needs
4. To liaise with other staff in the school over the effective delivery of the curriculum including in preparation for assessment / examinations

D Other professional requirements – to:

1. To liaise with support staff, senior managers and staff in other schools, services and outside agencies
2. To contribute to the development of and implementation of school policies.
3. To communicate as appropriate with parents/carers of pupils and students and persons or bodies outside the school concerned with the progress and welfare of individual pupils/students, in consultation with other staff
4. To be available to participate in relevant working parties to support aspects of whole school development
5. To meet all of the DfE Teacher Standards, as evidenced through the appraisal process.

**3. ADDITIONAL DUTIES:**

* 1. carry out any reasonable duties required by Head of Education.
  2. be available to participate in school functions and duties out of hours occasionally as required.
  3. be compliant with the School and College’s Code of Conduct and abide by the School and College’s policies and procedures at all times, especially to ensure the safeguarding of our pupils and students.
  4. to learn and use Sign Supported English (SSE) and/or Signed English as appropriate to the needs of the P&S.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task required to be undertaken cannot be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**St Mary’s School and College**

**Person Specification**

**TITLE: Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential (x) | Desirable (x) |  |
| **Qualifications** |  |  |  |
| QTS or equivalent for a teaching post | x |  | A/I |
| Other professional qualification |  | x | A/I |
| **Knowledge & Skills** |  |  |  |
| Knowledge and understanding of pupil progress and use of performance data. | x |  | A/I/R |
| Experience of working within an SEN setting OR: | x | x | A/I/R |
| Experience or understanding of educational provision in mainstream schools. | x | x | I |
| High level of teaching competency | x |  | A/I/R |
| Ability to organise and manage classroom to create effective learning environment |  |  |  |
| Good ICT skills | x |  | A/R |
| Knowledge of Health and Safety requirements |  |  |  |
| Participated in the development / coordination of at least one curriculum area. | x |  |  |
| Demonstrate a clear understanding and knowledge of child protection procedures. | x |  |  |
| Demonstrate success in promoting the general progress and well-being of pupils | x |  |  |
| Demonstrate a clear understanding of support staff management within a school environment | x |  |  |
| Demonstrate successful experience of contributing to a whole school approach in delivering education to children with special educational needs. | x |  |  |
| **Special Requirements** |  |  |  |
| Excellent interpersonal skill | x |  | A/R |
| The ability to manage time demands and ensure deadlines and priorities are met | x |  | A/I/R |
| Outstanding organisational and planning skills which show attention to detail | x |  | A/I/R |
| Ability to analyse situations, plan effectively and inspire others | x |  | A/I/R |
| Ability to work under pressure and manage personal stress | x |  | I/R |
| Willing to undertake out of hours work – eg parent’s evenings | x |  | I/R |
| A constructive and caring approach to work | x |  |  |
| Good time management | x |  | R |
| Demonstrate resilience, determination and a willingness to ‘go the extra mile’ in supporting the needs of pupils with SEN | x |  |  |
| Relevant experience of working with pupils with special educational needs, preferably in the field of Autism or Speech, Language and Communication Difficulties |  | x |  |
| Has experience of contributing to a number of curriculum areas / has taught or worked in a variety of schools / settings |  | x |  |

**KEY : A = APPLICATION, I = INTERVIEW, R= REFERENCE**