Job Description and Person Specification

Teacher

Secondary School
Grade: Main Pay Scale/Upper Pay Scale
Reporting to: Head of Department

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated department as appropriate
- To monitor and support the overall progress and development of pupils as a teacher/form tutor
- To contribute to raising standards of pupil attainment
- To share and support the school's and the Trust's Catholic ethos
- To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies within the department
- To contribute to the department's development plan and its implementation
- To plan and prepare courses and lessons as assigned
- To contribute to departmental activities (e.g. field trips, etc) as required
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils and the school
- To maintain appropriate records and to provide relevant, accurate and up-to-date information on the progress of individual pupils; such information should inform teaching and learning
- To complete the relevant documentation to assist in the tracking of pupils
- To provide a written report for parents as required
- To take part in marketing and liaison activities such as Open Evenings and Parents Evenings
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Head of Department to identify resource needs and to contribute to the effective/efficient use of physical resources
- To be a Form Tutor to an allocated group of pupils
- To register pupils, accompany them to assembly and to monitor homework
- To report to the Head of Year any concerns they may have related to pupils within their form
- To undertake the teaching of Personal, Social, Health and Economic Education, Citizenship and Work-Related Learning as appropriate within an allocated form period
- To teach pupils according to their educational needs, including the setting and marking of work as prescribed in the school's and the Trust's policies
- To prepare and update subject materials
- To maintain discipline in accordance with the school's procedures
- To undertake assessment of pupils' work as requested by external examination bodies, departmental and school procedures
- To mark work and provide feedback to pupils in accordance with the school's policy

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent

convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and further information about filtering offences can be found in DBS filtering guide.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: November 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• A good honours degree in the relevant subject/discipline • Qualified Teacher Status	• Evidence of relevant CPD	• Application
Experience	• Recent and relevant successful teaching experience / ability	• Awareness of Catholic academy trusts	• Application • Interview
Knowledge, Skills and Ability	• A commitment to developing into an outstanding teacher and a desire for significant professional development • Excellent knowledge of subject/s, national curriculum requirements and exam specifications • Understanding of how students learn • Highly tailored planning skills, using scheme of work • Effective skills in formative assessment • Behaviour management skills to support a disciplined and joyful culture	• Understanding of special educational needs and disabilities theory and practice • Secure understanding of the distinctive nature of Catholic schools	• Application • Interview • References
Character and Values	• High commitment to safeguarding and promoting the welfare of children • A passion for education and a deepfelt desire to make a difference for young people		• Application • Interview

	• Commitment to the Trust agenda for inclusion, diversity and equality • Commitment to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know' • Emotionally intelligent: know when to direct and when to challenge • Able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking		
Personal Circumstances	• Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010	• Flexible to support out of hours activity on occasion	• References • Interview