# Job Description

**Key responsibilities**

* To plan, resource and deliver imaginative, interactive and inspiring schemes of learning and lessons that ensure that all students make excellent progress and attain at high levels
* To provide a nurturing and stimulating classroom and academy environment that helps students to develop as learners
* To maintain/establish positive behaviour for learning across the whole academy
* To contribute to the effective working of the academy
* To support students in the acquisition and development of learning dispositions and positive character traits
* To provide stimulating and enriching extra-curricular/enrichment opportunities for students and potentially for members of the wider school community
* To be accountable for student progress and attainment levels in the subject.

**Teaching and learning**

* To plan and prepare effective schemes of learning and lessons
* To teach engaging and effective lessons that motivate, inspire and involve students and ensure outstanding student attainment
* To use regular assessments to monitor progress and set targets
* To respond accordingly to the results of such monitoring to differentiate intervention
* To maintain regular and productive communication with parents, to report on progress, sanctions and achievements
* To promote reading and teach literacy skills.
* Assist the Headmaster in maintaining the Catholic Ethos of our school.
* Fulfil the expectations and responsibilities of a teacher, as set out in the DfE Teachers’ Standards document.
* Make the education of pupils your first concern.
* Be accountable for pupils’ attainment, progress and outcomes.
* Sustain the highest possible standards in teaching and professional conduct.
* To provide outstanding teaching so that high levels of attainment are secured from all student groups.
* Ensure that all school policies, procedures and practices are consistently implemented.
* Responsible to the Headmaster, SMT and the Head of Department.
* Consistently plan and deliver outstanding lessons that will allow stimulating and enjoyable learning to take place.
* Secure strong subject knowledge and keep your teaching skills up to date.
* Set high expectations which inspire, motivate and challenge pupils.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Responsible to the Headmaster, SMT and the Head of Department.
* Consistently plan and deliver outstanding lessons that will allow stimulating and enjoyable learning to take place.
* Secure strong subject knowledge and keep your teaching skills up to date.
* Set high expectations which inspire, motivate and challenge pupils.
* Adapt teaching to respond to the strengths and needs of all pupils.
* Make accurate and productive use of assessment.
* Contribute to the development of policies and Schemes of Learning as requested.
* Ensure that the school’s quality assurance procedures are followed.
* Mark, assess and report on pupils’ achievement and maintain environment.
* Meet deadlines for reports, marking, submission of assignments and assessment data.
* Prepare pupils for examinations and take part in moderation/standardisation as required by the school.
* Respond within 24 hours to telephone calls/7 days to written correspondence.
* Ensure that all classes are taught according to school policy
* National Curriculum and examination syllabus are followed at all times.
* To attend department meetings and to liaise with relevant staff to ensure they are kept up to date with issues.
* To participate in the programme of after school revision classes according to department requirements.
* To ensure the effective and efficient deployment of classroom support.
* To complete reports to parents/carers on students’ attainment and progress in line with the school’s procedures.
* To provide students with regular “formative” feedback to help them raise their attainment.
* Set high expectations for students and promote the development of student confidence and intellectual curiosity.
* To be an outstanding classroom practitioner.
* Have high expectations of behaviour, and establish a framework for discipline.
* To attend evenings that are held, to inform parents of school provision, intervention and student progress.
* Forge positive professional relationships with pupils, their parents and other professionals.
* To act as a Form Tutor and carry out all of the responsibilities linked with that role.
* To monitor and support the overall progress and development of students within your Tutor Group.
* To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
* To manage students’ behaviour effectively to ensure a good and safe learning environment

* To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
* To participate fully in the curriculum development of the department.
* To keep up to date with national developments related to your subject area.
* To engage actively in the performance management review process.
* To remain fully informed and show an awareness of local and national changes in education policy & practice.
* To offer training that will support the continuous professional development of staff across the school
* To assist other curriculum leaders in their pursuit of outstanding practice in their own area.
* To undertake safeguarding training every year and uphold the principles of the “Keeping Children Safe in Education” document as well as the whole school Safeguarding policy.
* Responsible for safeguarding and promoting the welfare of children/young adults.
* To be familiar with the procedures for reporting safeguarding concerns on CPOMS.
* Be aware of and comply with confidentiality and data protection, reporting all concerns.
* To contribute to the maintenance and development of the school’s Ethos and Vision.
* To play a full part in the life of the school community to support its distinctive Catholic mission and ethos.
* To foster positive relationships across the school and in the catholic community.

#