

**ST JOHN FISHER CATHOLIC COLLEGE**

**JOB DESCRIPTION**

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| **NAME:** | Teacher |

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| **Post Title:** | Teacher | **Effective From:** | 1st September 2023 |

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| **Salary Grade Allowance:** | See details of post |

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| **Job Description as agreed at:** |  |

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All Staff are part of a team of Teaching and Support Staff, bound in common service in the light of Mission Statement and School Improvement Plan.

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| **Reporting to:** | Director of Learning / Curriculum Leader |
| **PURPOSE OF POST:**   * To promote and support the spiritual and life and values of the school. * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum through sustained high quality practice in teaching and learning. * To contribute to curriculum delivery which supports personal and academic growth for all students within the context of this Catholic School. * To monitor and support the overall progress and development of students as a classroom teacher and form tutor and so contribute to raising standards of student attainment and inclusion. * To support systems, structures and policies of the school to ensure good order and the health and safety of students. | | |

**Responsibilities and Duties**

The post holder is expected to undertake the professional duties of a school teacher within the conditions of service current at the time of issue of this Job Description.

**Amendment of Job Description**

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary. They may be amended only after reasonable consultation and the approval of the Board of Directors. In the exceptional situation of mutual agreement not being achieved, the individual teacher or Headteacher will have access to Appeal Procedures.

The following outline is not intended as a list of tasks, but gives an overall range of duties and managerial responsibilities which reflects the position.

1. To support the aims and mission of the school by adherence to its policies and practices.
2. To contribute to the learning culture within the subject area by identifying, sharing and deploying good and effective practice.
3. Undertake the duties of Form Tutor to support learning and contribute pro-actively to the Citizenship and PSHE curriculum.
4. To contribute to the pastoral care of students and support their spiritual, social, moral and spiritual development.
5. To comply with the teaching and learning approaches adopted in the subject/pastoral area as directed by the appropriate leader.
6. To adhere to the data/record keeping systems across the school and use appropriate data to inform target setting for individual students.
7. To make effective use of planning, preparation and assessment time (PPA) to plan lessons thoroughly in advance, to record outcomes and to compare and review the performance of pupils with colleagues as appropriate.
8. To be responsible for the management of your classroom and to provide a stimulating learning environment to increase the learning potential of students.
9. To incorporate the use of ICT to enhance the delivery of the curriculum.
10. Plan all lessons, differentiating work and materials to meet the educational needs of the pupils’ different abilities. This includes due recognition to provide challenge to all students including those on the Gifted and Talented Register.
11. Use the principles of Assessment for Learning in the development of personalised approaches to learning.
12. Ensure work is marked, assessed and recorded appropriately.
13. Provide the curriculum leaders with evidence of planning and assessment of student work as appropriate and contribute to school self review and evaluation processes.
14. Ensure that the development of literacy, numeracy, citizenship and enterprise is established in lesson planning and delivery.
15. Attend Parents’ Meetings, produce accurate reports on all students in the reviewing and reporting to parents processes, meeting deadlines and setting appropriate targets.
16. Support the effective use of Teaching Assistants assigned to work in your lessons.
17. Set regular worthwhile homework tasks to complement classroom learning.
18. Promote adherence to the school’s Behaviour Code, reinforcing this with all classes taught and form tutor groups.
19. Adhere to the school’s procedures to register accurately and codify attendance and absence, and to complete class registers for all groups taught.
20. Attendance at all meetings within the agreed school structure.
21. Work collaboratively with colleagues within and outside your subject area to improve teaching and learning throughout the school.

To undertake all duties reasonably requested in a manner consistent with the aims of

St John Fisher Catholic College.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require.

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| Signed: (Post Holder) | Date: |
| Signed: (Headteacher) | Date: |