



St Mark's West Essex Catholic School

JOB DESCRIPTION

Job title:	Teacher of English & Media Studies (Maternity Cover)
Responsible to:	Head of Learning Area (English)
Duties:	The School Teachers' Pay and Conditions Document specifies the general professional duties of all teachers. The teacher is responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she makes contact. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
Allowance attached to the post:	N/A

GENERAL RESPONSIBILITIES – To comply with the Teachers' Standards, as set out

CURRICULUM

- Preparing, teaching and evaluating lessons throughout an agreed age and ability range in accordance with statutory requirements, school aims and objectives, and policies and Curriculum Area schemes of work.
- Using a range of teaching and learning strategies and resources so that individual pupils have access to the curriculum.
- Contributing to the teaching of cross-curricular themes, skills and dimensions.

PUPILS

- Being familiar with and supporting all school policies, especially those on behaviour, discipline, pupil welfare and Health and Safety. Communicating problems of a pastoral nature to the form tutor in the first instance.
- Ensuring that pupils use equipment safely.
- Displaying pupils' work and maintaining a safe, tidy and stimulating work environment.
- Liaising with the Learning Support Co-ordinator and the form tutor over pupils with Special Educational Needs and modifying teaching accordingly.
- Ensuring that targets outlined in a pupil's individual educational plan are pursued.
- Liaising with and clarifying the role of any support teacher attached to the class.
- Promoting the use of the library and other learning resources.
- Keeping a record of pupil attendance at, and punctuality to, lessons and reporting any notable absence to the form tutor.
- Ensuring that homework is set in line with school policy, recorded on Talaxy, and regularly marked and that record of marks are maintained.
- Ensuring that the reward and behaviour systems are used.
- Setting and maintaining high standards of pupil work in the classroom.

ASSESSMENT

- Assessing pupils' work in accordance with statutory requirements and school policy. Maintaining a record of pupils' attainments. Using Assessments to diagnose pupils'

individual strengths and weaknesses and planning subsequent teaching accordingly.

- Writing reports on pupils and attending meetings with parents.
- Setting and marking internal examinations.
- Ensuring that external examination requirements are satisfied.
- Recommending individual pupils for particular examination courses.

SCHOOL DUTIES

- Undertaking duties before school, at break, and after school on a rota basis.

GENERAL

- Undertaking reasonable care of the school's resources and accounting for any resources used.
- Attending meetings as directed and assisting in planning and evaluation.
- Setting cover work when absent if it is at all possible.
- Liaising with a reviewer and more senior staff over career and professional development.
- Reporting anything that could endanger or threaten the health and safety of pupils or staff to the Head of Learning Area.

FORM TUTOR

- Offering care and support to pupils in all aspects of their school life and preparing them for adult life, developing a knowledge of each pupil as an individual, and enabling pupils to play an active role in all aspects of the school's tutorial programme.
- Completing attendance registers at the beginning of morning and afternoon school.
- Recording and monitoring punctuality records and referring persistent lateness to the Head of Year.
- Attending assemblies and accompanying tutor groups to assemblies to ensure they arrive in an orderly manner.
- Guiding tutor groups to produce at least one assembly per year.
- Referring any concerns to the Head of Year and subject staff.
- Completing the tutor's report in accordance with the guidelines on report writing.
- Checking uniform and referring any problems to the Head of Year.
- Preparing form representatives for council meetings and supervising the feedback of information from these meetings.
- Keeping records of pupils' progress, achievements and responsibilities.
- Attending meetings of Form Tutors as directed.
- Ensuring form notice boards are updated and ensuring that the form base is tidy at the end of all tutor periods and registrations.
- Being available to discuss pupils' concerns with them.
- Referring all pertinent information to the Head of Year, particularly when required for reports or references.
- Encouraging pupils to participate in extra-curricular activities and organising their participation in inter-form activities.
- Acting as a first point of liaison with parents, in consultation with the Head of Year.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
--