

JOB DESCRIPTION FOR A TEACHER AT ST MICHAEL’S RC COLLEGE

This generic job description sets out the main roles and responsibilities of a teacher at St Michael’s RC College. Those holding positions of responsibility have specific job descriptions, and Heads of Department may draw up more detailed job descriptions for members of their departments. Above all, teachers at St Michael’s are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the College.

In particular teachers are expected to:

* conduct themselves in an appropriate professional manner at all times, and to support and foster the aims of the College and the Catholic Ethos.
* teach effectively, being cognisant of pupil prior attainment, target grades and status eg SEN, EAL, GTP. This will involve planning differentiated lessons and preparing schemes of work. A teacher planner must be kept with prior attainment grades, lesson plans and pupil registers completed for each lesson. Appropriate work should be set (including homework) and marked regularly, within a reasonable time, following the guidance in the Staff handbook.
* prepare pupils for external examinations and carry out the administration necessary to liaise with the examination secretary.
* make themselves familiar with the contents of the Staff Handbook, including the College’s aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.
* ensure that they are familiar with the College’s health and safety guidance and be mindful of their own health and safety and that of the pupils.
* undertake the preparation, marking and report writing required to ensure that pupils achieve the highest possible standards and to carry out any reasonable subject-related duties assigned to them by their Head of Department.
* have a responsibility to ensure the safety and good conduct of the pupils, following the guidance in the Staff Handbook and helping to enforce the pupils’ Code of Conduct and Uniform code.
* to undertake the role of a form tutor as outlined in the Staff Handbook taking an active interest in each pupil’s academic, pastoral and spiritual development.
* carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them punctually, efficiently and in accordance with the guidance in the Staff Handbook.
* attend College assemblies; to lead prepared assemblies for their form group and to supervise pupils before, during and after assembly.
* attend staff meetings, parents’ evenings, Prize Giving, Open Evening for Year 6, and similar important functions out of College hours.
* be willing to lead or accompany College trips during a normal College day.
* notify the Person i/c cover as early as possible if they are going to be absent from College and set appropriate work, as indicated in the Staff Handbook. Self-certification forms must be completed for sickness (for one to five calendar days, after which a doctor’s note must be provided) and submitted to the Principal’s PA.
* attend relevant in-service training each year including participation in lesson observation at the request or direction of the Head of Department or Principal.
* participate in appraisal arrangements in line with the College’s performance management policy and status as an Investor in People.
* participate in meetings at the College which are likely to include the following: Whole Staff meetings, Year group meetings, curriculum meetings, pastoral care meetings, departmental meetings, academic review meetings, SEN reviews, Working party meetings etc.
* undertake a reasonable amount of duty before College, at break-times, lunchtimes and after College.
* be willing to teach extra classes after College to prepare pupils for public examinations as and when necessary.
* be prepared to follow college procedures as outlined in the Staff Handbook and ensure that all deadlines are met.

This job description is non-contractual which means that the Principal may require variations in line with the changing needs of the College within the competence of the post holder.

**SELECTION CRITERIA (Skills, knowledge, experience etc. required)**

**Knowledge and Understanding**

* Qualified Teacher Status
* Degree or equivalent qualification
* Awareness and understanding of current issues and developments in the subject area
* A commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Skills and Abilities**

* Evidence of good classroom practice and excellent teaching
* Evidence of successful teaching to a range of abilities
* Ability to work as a team member and to form good working relationships with colleagues
* Good communication, organisational and administrative skills
* Ability to meet deadlines and show good attention to detail
* Ability to undertake tasks related to monitoring and evaluation
* Commitment and ability to work with colleagues to improve classroom effectiveness and raise achievement

* Ability to manage students firmly, fairly and effectively

**In addition, the successful candidate will need…..**

* Commitment to Equal Opportunities
* Good ICT skills
* Good personal presentation
* An excellent record of attendance and punctuality

St Michaels’s College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

**February 2020**