



**Job Description**

POST:	Teacher
RESPONSIBLE TO:	Head of Subject
SALARY:	MPS/UPS
KEY RELATIONSHIPS:	Department colleagues, Line Manager, Senior Leadership team, Heads of Year, Post 16 Team
LOCATION:	Bishop Walsh Catholic School
DISCLOSURE LEVEL:	Enhanced – Bishop Walsh Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none"><li><del>1. Regularly supervised with work checked by supervisor</del></li><li><del>2. Left to work within established guidelines subject to scrutiny by supervisor</del></li><li>3. Plan own work to ensure the meeting of defined objectives</li></ol>

Members of staff at Bishop Walsh Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

**JOB PURPOSE:**

The post holder will be responsible for ensuring that an ambitious, coherently planned and sequenced curriculum is well delivered for the designated pupils so that they acquire the knowledge, cultural capital and skills to secure the best possible outcomes and fully prepare them for life after school

**Teaching**

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher:**

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of pupils, examining and awarding bodies
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

### **Pastoral System**

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Group as a whole.
- To liaise with the Pastoral and Year to ensure the implementation of the academy's Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to the pastoral curriculum.
- To apply the Behaviour Management systems so that effective learning can take place

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Principal. He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**All staff will be qualified to work with children and to have undertaken relevant DBS checks.**