ST JOHN BOSCO ARTS COLLEGE

Job Description

Teacher

Core Purpose:

To provide the highest standards of learning and achievement for groups of students within a learning area.

Responsible to: Line Manager/Subject Leader/Headteacher

Teaching and Learning

Teachers are expected to:

- Foster and maintain the Salesian ethos
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum/learning area
- Contribute to the curriculum/learning area development plan and its implementation
- Plan and prepare courses and lessons
- To contribute to whole college planning activities
- Assist the Subject Leader to ensure that the curriculum area provides a range of teaching and learning which reflects the college's strategic objectives
- Take part in the college's staff development programme by participating in arrangements for further training and professional development
- Continue professional development in the relevant areas including subject knowledge and teaching methods
- Engage actively in the Appraisal Review process
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and contribute positively to effective working relations within the college
- Maintain appropriate records and provide relevant accurate and up-to-date information for information systems, registers etc.
- Complete the relevant documentation to assist in the tracking of students
- Track students' progress and use assessment information to inform teaching and learning
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner colleges
- Contribute to the development of effective subject links with external agencies
- Apply Positive Behaviour Management systems so that effective learning can take place
- Teach students according to their educational needs and plan for the progress of groups of students
- Assess, record and report on attendance, progress, development and attainment of students and to keep such records as are required

- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Ensure that ICT, Literacy, Numeracy and college subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching
- Ensure a high quality learning experience for students which meets internal and external quality standards
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintain discipline in accordance with the college's policies and procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Undertake assessment of students as requested by external examination bodies, departmental and college procedures
- Mark, grade and give written/verbal and diagnostic feedback as required
- Be a form tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the form tutor group as a whole
- Liaise with the Pupil Progress Co-ordinator to ensure the implementation of the college's pastoral system
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required
- Contribute to the preparation of action plans and progress files and other reports
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- Communicate as appropriate with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff
- Contribute to PSHE, citizenship and CEIAG according to college policy.

Quality Assurance

Teachers are expected to:

- Adhere to the college's quality assurance procedures and help to implement them as appropriate
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed college procedures including evaluation against quality standards and performance criteria.

- To seek/implement modification and improvement where required as a result of monitoring and evaluation
- Review from time to time methods of teaching and programmes of work
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the college.

Working with staff

Teachers are expected to:

- Communicate effectively with the parents/carers of students as appropriate
- Where appropriate, communicate and co-operate with persons or bodies outside the college
- Follow agreed policies for communications in the college.

Resource Management
Teachers are expected to:

- Contribute to the process of ordering and allocation of equipment and materials
- Assist the subject leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the college, subject area and the students.

Other specific duties:

- Play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Support the college in meeting its legal requirements for worship
- Promote actively the college's corporate policies
- Continue professional development as agreed
- Comply with the college's Health and Safety policy and undertake risk assessments as appropriate. Safeguard students' health and safety when they are authorised to be on the college premises and when they are engaged in authorised college activities elsewhere
- Undertake any other duty as specified by School Teacher Pay and Conditions document not mentioned above.