

**St Mary's College**  
**Job Description**



**JOB TITLE:** MPS Subject Teacher

**DATE PREPARED:** May 2011

**SALARY POINT:**

**JOB HOLDER:**

**REPORTING TO:** Head of  
Department / Faculty

**PURPOSE:**

To secure high standards of learning and achievement for all students through the delivery of high quality teaching and the effective use of resources.

To promote and support the Catholic Christian ethos of the school providing opportunities for spiritual and moral development

To provide high quality academic guidance/mentoring for a tutor group

**Statement of Intent**

**St Mary's College is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the school expects all staff and volunteers to share and act accordingly upon this commitment.**

**Principal accountabilities:**

1. Have a secure knowledge and understanding of their specialist subject(s)
2. Understand progression in their specialist subject(s), including before their specialist age range
3. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time
4. Secure a good standard of student behaviour in the classroom by following the College's behaviour
5. Assess how well learning objectives have been achieved and use this assessment for future teaching
6. Set clear targets for improvement of students' achievement, monitor students' progress towards those targets and use appropriate teaching strategies in the light of this, including, where appropriate, literacy, numeracy and other school targets
7. Understand their professional responsibilities in relation to school policies and practices
8. Establish effective working relationships with professional colleagues including, and where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning.
9. Be aware of the school's aims, priorities, targets and action plans, and contribute to the creation of departmental and whole school improvement plans
10. Carry out the responsibilities and duties of a tutor in line with the College's expectations
11. To lead and facilitate a daily collective act of worship
12. To carry out other duties which may reasonably be assigned by the Headteacher.

## **GENERAL:**

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. The postholder must be flexible to ensure the operational needs of St Mary's College are met.
4. To promote St Mary's College Equal Opportunity Employment Policy.
5. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and St Mary's College Policy and Programme.
6. Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

## **DECISION MAKING:**

**These decisions should relate specifically to the principal accountabilities**

- Makes decisions in connection with all principal accountabilities listed within current school policies and procedures.
- Regularly makes key decisions and exercises initiative when dealing with staff identifying their needs, issues and ways forward.
- Exercise discretion when dealing with staff & student requests
- Ensure improvement plans and activities are viable and cost effective.

## **KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

**Only include the essential requirements to undertake the principal accountabilities**

### **1. Qualifications – Requirement:**

- Good attendance record.
- Education to good honours degree or equivalent plus DfE qualified teaching status and GTC registered
- Evidence of continuing professional development relevant to the post

### **2. Knowledge – Requirement:**

- An understanding of and commitment to equal opportunities in its widest sense and a commitment to an inclusive, Catholic education.
- Have a detailed knowledge of the relevant aspects of the schemes of work and exam

syllabi.

- Knowledge, understanding and the ability to use ICT to promote learning and for management tasks
- Have a secure knowledge and understanding of their specialist subject(s).
- Understand progression in their specialist subject(s), including before their specialist age range.
- Deal effectively with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s)

#### **4. Specific Skills – Requirement:**

- Plan effectively to ensure that students have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of students who are underachieving, very able, or not yet fluent in English, making use of relevant information and specialist help where available.
- Plan effectively, where applicable, to meet the needs of students with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans. To take account of ethnic and cultural diversity to enrich the curriculum and raise achievement.
- Using the Teep model employ teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resource.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Secure a good standard of student behaviour in the classroom by following the College's behaviour
- Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
- Recognise the level that a student is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught.
- Set appropriate targets for students
- Liaise effectively with students' parents/carers through informative oral and written reports on students' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for students' welfare.
- Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Set a good example to the students they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Take responsibility for implementing school policies and practices, including those dealing with bullying and racial harassment.
- Take responsibility for their own professional development, setting objectives for improvements, and taking action to keep up-to-date with research and developments in pedagogy and in the subject(s) they teach.
- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

*This Job Description conveys a full and accurate description of the job:*

**Signature**

**Designation**

**Date**

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|-------------------------------------|-----------------------|-------|
| <b>1. CONFIRMED BY:</b> .....       | <b>(LINE MANAGER)</b> | ..... |
| <b>2. CONFIRMED BY:</b> .....       | <b>(HEADTEACHER)</b>  | ..... |
| <b>3. RECEIVED &amp; AGREED BY:</b> | <b>(POST HOLDER)</b>  | ..... |

*\*The employee must countersign the Job Description to show that he/she has received it, although they may not agree with its content. They may delete "& AGREED" if this is the case.*