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# TEACHING JOB DESCRIPTION – TEACHER OF HUMANITIES

**“*Love one another as I have loved you” (John, 15)***

**We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.**

**He inspires us, as children of God, to uphold the dignity of each individual.**

**We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.**

**Christ the King Catholic High School is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment.**

# TEACHING JOB DESCRIPTION

**GENERAL**

* The post holder is responsible to the Head of Department for teaching subject duties and responsibilities
* To contribute to the teaching and other work of the Department
* To enthuse students about the subject that you teach and contribute towards their progress and enjoyment of learning
* To interact on a professional level with colleagues and seek to establish and maintain productive professional relationships with them in order

*> To promote mutual understanding of the specific subject and its relationship within the school curriculum as a whole*

*> To improve the quality of teaching and learning*

* To be responsible to Head of Year for tutorial and pastoral duties and responsibilities

 **1.1 Safeguarding**

* Fulfil responsibilities and obligations in relation to the safeguarding of children.
* To adhere to the school’s policy, rules and regulations relating to safeguarding

**1.2 Teaching**

1. Planning and preparation of courses and lessons with a clear purpose, adopting a variety of teaching techniques accompanied by appropriate resources and student tasks.
2. Teaching assigned groups according to their educational needs.
3. Follow departmental policy in relation to feedback
4. To co-operate and advise on the preparation and development of courses, materials, programmes, methods and assessment
5. Set homework regularly, according to the school’s Homework Policy
6. Discuss and joint plan work with SEND staff to maximise the learning of students with Special Educational Needs.
7. To attend and participate in department meetings
	1. **Assessment and Reports**
8. Assessing, recording and reporting on the development, progress and attainment of students
9. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students
10. Give feedback regarding student work regularly, according to departmental and school policies
11. Contribute towards the implementation of EHCPs for students with SEND
12. Assess students’ work systematically and use the results to inform future planning, teaching and curricular objectives
13. Set challenging targets for all students and ensure that students have a clear understanding of how to improve their work
14. Prepare informative and accurate reports to parents in line with the school’s reporting policy
15. Keep an accurate register of students for each lesson. Report unexplained absence and patterns of absence according to the school’s policy
	1. **Discipline**
16. To maintain good order and discipline in assigned classes in a Catholic context
17. To contribute to the maintenance of good order and discipline throughout the school
18. To take necessary steps to safeguard the health and safety of students both in assigned classes and around school generally
19. To maintain order and discipline and safeguard health and safety of students when they are engaged in authorised school activities both on and off the school premises
20. Use positive management of behaviour to create an environment of mutual respect which allows students to feel safe and promotes their self-esteem and learning
	1. **Internal Exams**
21. To advise and assist in the setting, administration and marking of all internal exams
22. To mark and record as appropriate the results of exams by agreed deadlines
	1. **Public Exams**
23. To organise individual teaching so that the syllabus for the appropriate exam is completed providing a suitable period of time for revision
24. To ensure that all NEA requirements are met by the required deadline
25. To ensure that all required administration for NEA is both accurate and meets the required deadline set by the exams officer or exams board
26. To inform your Head of Department of any concerns about individual students at the earliest date so that suitable exam entries can be made
27. Make every effort to encourage students to achieve their potential in every subject
	1. **Pastoral Activities**
28. To undertake the duties of a Form Tutor and promote the general progress and well-being of individual students and of any class or group of students assigned.
29. To provide vocational, educational, personal, spiritual and social guidance and advice to students.
30. To keep relevant records and reports.
31. To communicate and consult with parents following consultation with Head of Department/Head of Year
32. To liaise with Head of Year with regard to student progress, achievement or concerns about the well-being of individuals or groups of students
33. To co-operate and advise on the preparation and development of pastoral arrangements
34. To attend, participate in and deliver assemblies
35. To participate in the pastoral duty team
	1. **Staff Development**
36. To undertake self-evaluation
37. To participate in the school’s professional development programme
38. To participate in INSET activities for further training and professional development
	1. **Meetings**
39. To attend and participate in programmes of meetings and other meetings as directed by the Headteacher
	1. **Staff Cover**
40. To supervise and as far as is practicable teach students whose teacher is absent, in accordance with the scheme in operation within the school
	1. **Administration**
41. To participate in administrative and organisational tasks related to the above duties
	1. **Professional Standards**
42. Have an up to date and thorough knowledge of the National Curriculum programme of study
43. Keep up to date with research and development in pedagogy and the subject area
44. Be a role model to students through professional conduct and personal presentation
45. Arrive at class on or before the start of the lesson and begin and end lessons on time
46. Liaise effectively with colleagues and with parents, carers and other agencies if appropriate
47. Take responsibility for Health & Safety matters for the area you teach and report any matters that are a hazard to those working at or visiting the school
48. Be familiar with and support all departmental and school policies
49. Work effectively as a member of the department, and as a member of other teams within school (where necessary), to improve the quality of teaching and learning
50. Strive for professional and personal development through the active involvement in the school’s Appraisal system
51. All the above duties are to be carried out as designated by the Headteacher in accordance with Teacher Standards and the Whole School Pay Policy

**1.13 TEACHER OF HUMANITIES – Specific responsibilities**

1. To fulfil all responsibilities of a classroom teacher as outlined above
2. To deliver Key Stage 3 and 4 Geography and History
3. Be answerable to the Head of Humanities
4. To attend subject specific CPD