



Teacher Job description

Reports to: Head of Department

This generic job description is to be performed within the provisions set out in the School Teachers' Pay & Conditions Document so far as they are relevant to this post. Posts with additional responsibilities will have specific job descriptions.

Teachers are expected to carry out the following duties in light of the School's status as a Roman Catholic School and of its aims as defined in the Mission Statement and any other documents issued and approved by the Directors.

Purpose	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated department(s) as appropriate.• To monitor and support the overall progress and development of pupils as a teacher/form tutor.• To contribute to raising standards of pupil attainment.• To share and support the School's ethos.
Liaising with	Headmaster, SLT, Parents
Working Time	195 days per year
Disclosure Level	Enhanced
Operational/Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate syllabi, resources, schemes of work, marking policies and teaching strategies within the department(s).• To contribute to the Department's Development plan and its implementation.• To plan and prepare courses and lessons as assigned.• To contribute to Departmental activities e.g. fieldtrips etc, as required.
Curriculum Development	<ul style="list-style-type: none">• To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils and the School.
Staffing Staff Development Recruitment/ Deployment of staff	<ul style="list-style-type: none">• To familiarise themselves with the contents of the Staff Handbook, including the school's aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.• To take part in the School's Staff Development programme by participating in arrangements for further training and professional development.• To continue personal development in the relevant areas including subject knowledge and teaching methods.• To actively engage in the School's Performance Management process.• To ensure the effective/efficient deployment of classroom support.
Management Information	<ul style="list-style-type: none">• To maintain appropriate records and to provide relevant accurate and up-to-date information on the progress of individual pupils. Such information should inform teaching and learning.• To complete the relevant documentation to assist in the tracking of pupils.

Communication	<ul style="list-style-type: none"> To provide a written report for parents as required.
Marketing and Liaison	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings and Parents Evenings.
Management of Resources	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials. To assist the Head of Department to identify resource needs and to contribute to the effective/efficient use of physical resources.
Pastoral System	<ul style="list-style-type: none"> To be a Form Tutor to an allocated group of pupils. To register pupils, accompany them to assembly and to monitor homework. To report to the Head of Year any concerns they may have related to pupils within their Form. To undertake the teaching of PSHE, Citizenship, WRL as appropriate within an allocated form period
Teaching	<ul style="list-style-type: none"> To teach pupils according to their educational needs, including the setting and marking of work as prescribed in the School's Policy Handbook. To prepare and update subject materials. To maintain discipline in accordance with the School's procedures. To undertake assessment of pupils' work as requested by external examination bodies, departmental and school procedures. To mark work and provide feedback to pupils in accordance with the School's policy.
Additional Duties	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its Roman Catholic mission and ethos and to encourage and ensure staff and pupils to follow this example. To comply with policies defined to reinforce the Roman Catholic Nature of the School: to attend school assembly each day, and other occasional acts of worship.
Other Specific Duties	<ul style="list-style-type: none"> Undertake two supervision duties per week, before school, at break-times, lunchtimes or after school, following a supervision timetable. To comply with the School's Health and Safety policy, being mindful of their own health and safety and that of the pupils, undertaking risk assessments as appropriate. Ensure they are familiar with their own departmental Health and Safety policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is non-contractual and not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, in line with the changing needs of the School, after consultation with the holder of the post.