



JOB DESCRIPTION

Teacher of Media (and English as a second subject)

Title of Post: Teacher of Media and English
Responsible to: Head of Media
Salary: MPS/UPS (plus London Fringe Allowance)

Main purpose of the role

- To support a positive Catholic ethos and carry out the role in the context of the Vision, Values and Philosophy of Loreto English Education Network.
- To be able to teach Media at KS4 and KS5 and to foster enthusiasm for the subject. Experience in applied, technical or vocational subjects is desirable.
- To be able to teach English at KS3 and KS4 and ability to teach GCSE resit classes is an advantage.
- To teach allocated classes within the department/s, planning and preparing lessons to reflect the individual needs of students and following the schemes of work and curriculum maps of the department.
- To contribute to the raising of student achievement by contributing to planning of lessons and schemes of work as designated by the Head of Department/s to be shared with the department and to collaborate with others.
- To fulfil tasks reasonably delegated by the Head of Department/s.
- To contribute to raising standards of student achievement by teaching a timetable of lessons and supporting the Head of Department/s in the achievement of the whole school and department goals as set out in the department's development plan.
- To be a form tutor to an assigned group of students and deliver the set PSHE curriculum.
- To work in accordance with the directions laid out in the School Teachers' Pay and Conditions document.
- To satisfy the DfE Professional Standards for teachers.

Responsibilities

- To have high expectations of all students based on relevant data.
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students.
- To assess, record and report on the attainment, attendance and progress of students in line with the school assessment calendar and keeping such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individuals or groups of students.
- To prepare and update subject materials, including schemes of work and related lesson resources. To collaborate with other staff on doing this and share resources with the whole department.
- Where appropriate, ensure the effective deployment of classroom support.
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.
- To assess students' work in line with school policies and procedures referring to student performance targets.
- To set, mark and report on homework in accordance with school policies and procedures.

- To follow all public examination advice and guidance and ensure entries for classes taught are accurate.
- To attend and contribute to meetings and CPD as required in the school calendar
- To provide a safe and tidy teaching environment
- To participate in performance management arrangements including lesson observations
- To do all that is reasonably possible to enact the agreed policies of the school and to follow procedures laid down within them
- To attend CPD as required by the Headteacher with other schools in the Loreto English Education Network.

Pastoral

- To discharge a duty of care to all students in the school and specifically to carry out supervisory duties as reasonably directed in accordance with published schedules
- To take on, as requested, pastoral responsibility for students, including the monitoring of their academic and social progress, writing all reasonably requested reports and working effectively, as appropriate, with Heads of Year and the SENCO.
- To be aware of, and operate within, all policies relating to student welfare and guidance, especially in the area of Child Protection.
- To participate in meetings with colleagues, parents and students relating to the responsibilities agreed above, provided that reasonable notice of the meeting is given.
- To be a form tutor to an assigned group of students.
- To liaise with Heads of Year in implementing the school's policies.
- To register students and accompany them to assemblies.
- To monitor student planners to ensure homework is recorded appropriately.
- To notify the Designated Safeguarding Lead (DSL) immediately about any concerns relating to a student.
- To report to the Heads of Year problems experienced by students and how these may be resolved.
- To communicate with parents and outside agencies as appropriate.
- To attend form tutor meetings as arranged by the Heads of Year.

General responsibilities

- To participate in the school's staff development (CPD) programme.
- To continue personal development in relevant areas especially subject knowledge & teaching methods.
- To undertake health & safety, safeguarding and data protection training as and when required.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To attend Open Evenings, Parents' Evenings and other whole-school events.
- To attend Monday morning staff briefings.
- To report to the school's premises team any Health & Safety issues.
- To undertake break duties as detailed in the staff Duty Rota.
- To undertake any other duties as the Head teacher or Senior Leadership may reasonably require.
- To adhere to the expectations laid out in the Staff Code of Conduct

This job description is current at the date advertised but, in consultation with the postholder, may be adapted by the Headteacher to reflect or anticipate changes in the job. These would be commensurate with the grade and job title.



PERSON SPECIFICATION

Teacher of Media (and English)

The successful candidate will:

- Have the ability and willingness to support the Catholic ethos and values of Loreto College
- Hold QTS (or equivalent) and a relevant undergraduate degree
- Be able to teach media at KS4 at GCSE or at an applied, technical or vocational level. Ability to teach KS5 is essential.
- Ability to teach English is essential.
- Have proven success in raising achievement
- Show a high level of IT skills and literacy
- Show good understanding of strategies for improving literacy and the importance of this in raising achievement in all subjects.
- Have experience of using effective strategies for Assessment for Learning
- Be willing to undertake on-going professional development
- Be willing to learn about themselves as a teacher and to have a clear sense of responsibility for their own development
- Be collaborative and share resources
- Have a commitment to implementing strategies to raise standards of Teaching and Learning.
- Have a commitment to supporting the extra-curricular life of the school
- Have an excellent attendance and punctuality record
- Have the ability to work in a team effectively and be an effective communicator
- Have the ability to work under pressure and meet deadlines
- Have the ability to organise, plan and prioritise