

ST ANNE'S CATHOLIC SCHOOL
JOB DESCRIPTION - MAINSCALE

1. INTRODUCTION

NAME OF POST HOLDER:

Post Title: : TEACHER

Post Purpose:

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area in line with departmental and whole school policy.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Reporting to: Head of Department

Liaising with: Head of Department and departmental colleagues, Head of Year, parents and external agencies as required.

Working Time: Full time as specified within the STPCD

Salary/Grade: Classroom Teachers' Pay Scale

Disclosure level: Enhanced

2. ACCOUNTABILITY FOR:**2.a Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure the effective/efficient deployment of classroom support.
- To prepare and update subject materials.
- To use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to standards of work and homework, behaviour, punctuality and uniform.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To monitor, evaluate and review the academic progress of each student taught in relation to targets set.

2.b Contribution to Department

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the department's development plan and its implementation.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To contribute to the whole school's planning activities and working parties.

2.c Continuous Professional Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal and professional development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

2.d Management Information and Record Keeping

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To track student progress and use information to inform teaching and learning.
- To complete the relevant documentation to assist in the tracking of students.

2.e Communications and Liaison

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school including maintaining confidentiality as necessary.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

2.f Management of Resources

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

2.g Pastoral Support

- To be a Form Tutor to an assigned group of students.
- To provide day to day care and support for pupils in the context of the Catholic ethos of the school.
- To plan and prepare learning experiences which engage and meet the needs of the students in the tutor group.
- To monitor and report on pupil progress and achievement in PSHE, including Citizenship and WRL and form time activities.

- To liaise with the HOY to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to and supervise them during assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To monitor, evaluate and review the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To ensure full knowledge of latest safeguarding procedures in the school and alert relevant staff immediately to any concerns.
- To apply the Behaviour Management systems so that effective learning can take place.
- To act as a positive role model for students.

2.h	School Ethos
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- To provide opportunities and encouragement for all pupils to become involved in assemblies, fundraising activities and the prayer life of the school.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To contribute to the supervision of students outside lessons as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.