

Job Description	
<b>Post:</b>	Teacher (Second in Department for Girls' PE)
<b>Pay Scale:</b>	Main Pay Scale - Upper Pay Spine plus TLR2b
<b>Responsible to:</b>	Headteacher
<b>Main Location:</b>	St Cuthbert's RC High School
Main Duties	
Responsibilities and Duties	
The post holder is expected to undertake the professional duties of a schoolteacher within the School Teachers' Pay and Conditions Document together with the more specific duties/responsibilities which are listed below.	
Professional Requirements and Responsibilities	
<ul style="list-style-type: none"> <li>• To carry out such reasonable management responsibilities and duties as are required by the Headteacher and/or Leadership team.</li> <li>• To lead, manage and develop the aspects identified above so as to improve standards of achievement and attainment across the school.</li> <li>• To monitor and evaluate the progress made in these areas and to identify further steps and put them in place.</li> <li>• With members of the SMT draw up action plans based upon monitoring, evaluations and assessment information and to put this into effect.</li> <li>• In carrying out the postholder will be required to take on an appropriate share of the responsibilities attaching to teachers generally within the school/service in connection with the teaching of pupils, the planning, preparation and assessment of their work.</li> </ul> <p><b>Job Dimensions:</b> The job entails the postholder taking responsibility for the following areas:</p> <p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To teach across Key Stage 3 &amp; 4.</li> <li>• To demonstrate outstanding practice to colleagues and support them as required to improve.</li> <li>• To act as form tutor and carry out duties associated with that role as outlined in the generic job description.</li> <li>• To work with the Curriculum Lead for PE to agree, monitor and evaluate pupil progress targets within the subject so as to make a measurable contribution to whole school targets.</li> <li>• To be fully aware and updated on all relevant developments and practices in teaching the PE curriculum.</li> <li>• To ensure the learning environment is safe, orderly and engaging.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> <li>• Any other duties as reasonably requested by the Headteacher.</li> </ul>	

**Department Leadership:**

- To assist with the department provision of CPD and QA as required.
- To lead on KS3 and any other agreed areas of curriculum and departmental strategy as directed (specific responsibilities to be negotiated with the successful candidate based upon their area of strength and expertise).
- To lead and represent the department as required, e.g. in the absence of the Curriculum Lead.
- To promote the welfare and continuing professional development of teachers within the department.

**General:**

- To know and implement all school policies and procedures
- To undertake duties and attend meetings as directed.
- To be a positive role model for staff and pupils.
- It is the duty of every member of staff to safeguard children, in accordance with the mission of the school and pertinent policies.
- Any other duties reasonably requested by the Headteacher.
- To adhere to the school's Assessment and Monitoring Policy and Reports Policy.
- To adhere to the School's Marking Policy.
- To comply with the School's Behaviour & Rewards Policy.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
Qualified teacher status	E	A, C
Honours Degree in a relevant subject	E	A, C
Catholic Certificate of Religious Studies (completed or undertaking)	D	A, C
<b>CPD</b>		
Evidence of appropriate professional development e.g., Catholic Leadership Programme	D	A, C
Successfully undertaken appropriate Child Protection training	E	A, C
Demonstrate a commitment to maintaining and developing professional knowledge and skills	E	A, I
<b>Knowledge &amp; Experience:</b>		
An expertise in the subject	E	A/I
Understanding of strategies for raising student attainment	E	A/I
Evidence of exam success (excluding NQT)	E	A/I
Thorough understanding of KS3 and KS4 curriculums.	E	A/I
Knowledge and application of a range of teaching and learning strategies	E	A/I
Good disciplinary standards.	E	A/I/R
The ability to inspire and motivate pupils	E	A/I/R
High level of inter-personal skills	E	A/I/R

Ability to communicate effectively with staff, pupils, parents, and support services.	E	A/I/R
Ability to work in a team	E	A/I/R
Good imaginative use of resources, including new technologies	E	A/I
Sound understanding of the distinctive nature of a Catholic school.	E	A/I
Understanding of the role of Form Tutor as agent for School Improvement.	E	A/I
Knowledge and experience of pastoral care systems.	E	A/I
Knowledge and experience of behaviour management procedures.	E	A/I/R
General knowledge of current educational issues.	E	A/I
<b>Technical Skills &amp; Ability</b>		
The ability to implement assessment for learning	E	A/I/R
Effective time management skills	E	A/I/R
Good organisational and administration skills	E	A/I/R
The ability to use ICT both to support children's learning and to communicate and evaluate data.	E	A/I/R
Effective behaviour management.	E	A/I/R
<b>Personal characteristics</b>		
Commitment to supporting the full Catholic life of the school	E	A/I
The desire to constantly evaluate and improve your own practice and learn from others	E	A/I
The ability to be flexible and adaptable have a positive 'can do' approach	E	A/I/R
Commitment to equality of opportunity	E	A/I
Professional appearance	E	A/I