



Blessed William Howard Catholic High School

Part of The Painsley Catholic Academy

Rowley Avenue, Stafford ST17 9AB

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Principal: Mr K. J. Brown BSc (Hons) PGCE NPQH

JOB DESCRIPTION – CLASSROOM TEACHER

Post Title	Class teacher
Purpose	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a Class Teacher and a 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.
Reporting to	Subject co-ordinator
Responsible for	The provision of a full learning experience and support for students
Liaising with	Headteacher, Senior Assistant Head / Assistant Head, teaching/support staff, LEA representatives, external agencies and parents.
Working time	195 days per year. Full time.
Salary/Grade	Main scale / UPR
Disclosure level	Enhanced
MAIN (CORE)	DUTIES
Operational/ Strategic Planning	To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty. To contribute to the Curriculum Area development plan and its implementation. To plan and prepare courses and lessons. To contribute to the whole school's planning and evaluation activities. To prepare, deliver and advice on an area of SEN across the school.
Curriculum Provision	To assist the Curriculum Leader to ensure that the curriculum area provides a range of teaching styles which complements the school's strategic objectives.
Curriculum Development	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the students, examining and awarding bodies and the school's Mission and Strategic Objectives.



Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development.
Staff Development	To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Appraisal process.
Recruitment/ Deployment of Staff	To ensure the effective efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance	To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the curriculum area/development in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek /implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. 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.
Management Information	To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning.
Communications	To communicate effectively with the parents of students as appropriate. To ensure students work is regularly displayed in the school. Where appropriate to communicate and co-operate with external agencies. To follow agreed policies for communications in the school.
Marketing and Liaison	To take part in marketing and liaison activities such as Parents Evenings, Annual Reviews and liaison events with partner schools. To contribute to the development of effective subject links with external agencies.
Management of Resources	To contribute to the process of the ordering and allocation of equipment and materials. To assist the Curriculum Leader to identify resource needs and to contribute to the effective/efficient 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, curriculum area and the students.
Pastoral System	To be a Form Tutor to an assigned group of students. To promote the general progress and well-being of individual students and of the Tutor Group as a whole. To liaise with a Pastoral Leaders to ensure the implementation of the school's Pastoral System. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects school life. To evaluate and monitor the progress of students and keep up-to-date student records as may be required. To contribute to the preparation of Action Plans, Annual Reviews, 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 parents of students and with persons or bodies outside the school concerned with welfare of individual students, after consultation with the appropriate staff. To contribute to PSHCE and enterprise according to school policy. To apply the Behaviour Management Strategy so that effective learning can take place.

Teaching	<p>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.</p> <p>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</p> <p>To undertake a designated programme of teaching.</p> <p>To ensure a high quality learning experience for students which meets internal and external quality standards.</p> <p>To prepare and update subject materials.</p> <p>To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</p> <p>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</p> <p>To mark, grade and give written/verbal and diagnostic feedback as required.</p>
Other Specific	Duties
	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <p>To support the school in meeting its legal requirements for worship.</p> <p>To promote actively the school's corporate policies.</p> <p>To continue personal development as agreed.</p> <p>To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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 applications or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: September 2018

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