1 TITLE GRADE AND POST

Classroom Teacher of Physics

2 PURPOSE OF POST

1. To promote the religious ethos of the school by nurturing the Catholic faith of all pupils and by preparing them for adult life.

2. To teach pupils the subject specified in Point 1 of this job description.

3. To carry out such other associated duties as may be assigned by the Headteacher in accordance with the values expressed in the School Mission Statement:

> *'Our school strives to be a Catholic community in which Christian principles of care and respect are valued, with emphasis on the development of the individual through academic achievement and personal development.'*

- The relevant provisions of the "Schoolteachers' Pay and Conditions Document 1994" as set out below. The post is otherwise subject to the Conditions of Service for Schoolteachers in England and Wales and to any individual contract signed between the postholder and the Governing Body.

3 ACCOUNTABILITIES AND RELATIONSHIPS

The postholder is responsible for carrying out their professional duties in accordance with all school policies and procedures and under the reasonable direction of the Headteacher.

1. The postholder is responsible:

   - Through the Head of Department and Deputy Head to the Headteacher for teaching duties in accordance with the school timetable and departmental and school policies

   - Through the Heads of Year and Pastoral Director to the Headteacher for all pastoral matters

2. The postholder is also responsible for establishing and maintaining professional relationships with colleagues in order to further the aims of the

school, particularly with regard to enhancing the quality of learning and teaching in the school.

4 PROFESSIONAL DUTIES

The professional duties of a teacher are set out below:

4.1 Teaching

In accordance with school and departmental curriculum policies:

1. Planning and preparing courses and lessons at Key Stages 3 and 4

2. Teaching, according to their educational needs, the pupils assigned to him or her, including the setting and marking of work to be carried out by the pupil in school and elsewhere

3. Assessing, recording and reporting on the development, progress and attainment of pupils

4.2 Other Activities

1. Promoting the general progress and well-being of individual pupils and of any assigned class or group of pupils.

2. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports

3. Making records of and reports on the personal and social needs of pupils

4. Communicating and consulting with parents of pupils

5. Communicating and co-operating with persons or bodies outside the school

6. Participating in meetings arranged for any of the purposes described above

4.3 Assessments and Reports

1. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

4.4 Performance Management

1. Participating in the school's performance management process

4.5 Review: Further Training and Development

1. Reviewing from time to time their methods of teaching and programmes of work

2. Participating in arrangements for further training and professional development as a teacher

4.6 Educational Methods

1. Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

4.7 Discipline, Health and Safety

1. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

4.8 Staff Meetings

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

4.9 Cover

1. Supervising and so far as is practicable teaching any pupils whose teacher is not available to teach them, subject to the school's policy on cover

2. Ensuring that classes are provided with appropriate and challenging cover work when a teacher is absent

4.10 Public Examinations

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording

and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

5 MANAGEMENT

1. Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of trainee teachers (PGCE, GTP, Teach First) and ECTs

2. Co-ordinating or managing the work of other teachers

3. Taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

6 ADMINISTRATION

1. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials

2. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions