

# Teacher

**Saint Bernard's Catholic High School**

Herringthorpe Valley Rd, Herringthorpe,

Rotherham S65 3BE

Tel: 01709 828183

www.sbch.org.uk



**Job Description**

**Responsible to:** Curriculum Leader

**Main Purpose of the Post**

* To support and contribute to the Catholic life of St Bernard’s community.
* To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

**Duties and Responsibilities**

* To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students.
* To participate in departmental self review activities including departmental development planning.
* To participate in developing syllabuses, materials and schemes of work, which include clearly defined aims and objectives, which are shared with students.
* To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning.
* To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation.
* To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students.
* To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies.
* To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment.
* To participate in the school’s Performance Management programme.
* To participate in the school’s Continuing Professional Development programme.
* To participate in the school’s monitoring, evaluation and target setting programmes.
* To attend all relevant staff, departmental and consultation meetings.
* To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters.

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| **Signed:** |  |
| **Signed on behalf of the Governing Body:** |  |
| **Date**: |  |