Teacher

Job Description

General duties & responsibilities

All teachers will have the following general duties and responsibilities:

Teaching and Learning

- To maintain a thorough and up-to-date knowledge of the teaching of one's subject(s) and the wider curriculum developments which are relevant to the teacher's work.
- To consistently and effectively plan lessons to meet pupils' individual learning needs, using a range of appropriate strategies for teaching and classroom management.
- To consistently and effectively use information about the prior attainment of students toset well-grounded expectations for pupils, and monitor progress to give clear and constructive feedback.
- To ensure that the learning environment is organised, attractive and stimulating.
- To maintain high standards of behaviour, attendance and punctuality, in accordancewith school policy and procedures.
- To prepare and update subject materials.
- To set and mark homework according to school/department policy.
- To comply with Health and Safety policy and undertake risk assessments as appropriate.

Marking, assessment and reporting

- To make and assess students' progress according to whole-school policies and as requested by external examination bodies.
- To maintain appropriate records and provide relevant accurate and up-to-date information to support the overall monitoring of students' progress according to school policy.
- To feedback to students on progress being made and on areas for improvement
- To complete accurately reports on pupils' progress for parents according to school policy and the school calendar. To communicate with parents of students about their progress as appropriate and according to school policy.
- To take part in liaison activities including Parents' Evenings, Open evenings.

Departmental

- To assist in the development of curriculum, schemes of work, assessment policies andteaching and learning strategies in the department.
- To support the department's effective organisation and management.

- To contribute to the department's improvement planning.
- To liaise professionally with other colleagues across the school, and external agencies as necessary.
- To contribute to the department's enrichment of extra-curricular opportunities for students.

Pastoral

- To be a form tutor to an assigned group of students (if required)
- To uphold the Catholic ethos of the school and ensure that all pupils experience ameaningful daily act of worship
- To attend Masses/ services/ assemblies and sit with pupils as a community worshipping together. To contribute to assemblies as required.
- To monitor the progress against targets of students in the tutor groups.
- To monitor homework by checking and signing homework diaries.
- To monitor the event log, information slips and use of the credit system to maintain a profile of form members, and plan interventions as necessary if a student appears to beunderachieving, referring any concerns to the Leadership Team.
- To help collate and act on any information passed on which concerns students within the tutor group.
- To contribute to induction days as required.
- To help prepare students for transition as required.
- To oversee the welfare and discipline of every form member and report any concerns which might need parental / external agency involvement to the Leadership Team. Any issues of Child Protection must be reported immediately to the child protection officer. Tutors should never promise absolute confidentiality.
- To register pupils accurately using the school systems, follow up punctuality and chaseup absence notes in the first instance.
- To uphold the school's rules on uniform, checking students' appearance daily and issuing sanctions if students are in default, according to school policy.
- To develop a sense of community and active citizenship within the form group, ensuring support for and feedback from the student council, and taking active responsibility with the students for the appearance of the form room.
- To ensure that time is created for students to discuss social, moral and environmental issues, that pupils are encouraged to support and take part in activities which involve them working with the wider community and with charitable activities, and that such activities are understood by the pupils to be active citizenship.
- To ensure that home-school communications are efficient, and encourage good and positive relationships with parents, guardians and carers.
- To fulfil supervision duties in school in line with duty rotas.

Personal and professional

- To participate professionally in the school's performance management systems.
- To take responsibility for personal professional development.
- To take part in professional development activities and inset organised by the school.
- To make an active contribution to the policies and aspirations of the school.
- To contribute to whole-school activities and enrichment for students.
- To undertake any other duty as specified by STPCB not mentioned.
- To actively promote and comply with safeguarding and child protection legislation in all areas of responsibility and in line with school protocols.
- To support the school's Health, Safety and Welfare policy.

- To be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards.

This list is not exhaustive. Teachers may be asked to complete other tasks specific to the positionand deemed relevant and appropriate by the Head of Department or Leadership Team.