

**ST ANNE'S CATHOLIC SCHOOL**  
**JOB DESCRIPTION - MAINSCALE**

**1. INTRODUCTION**

**NAME OF POST HOLDER:**

**Post Title: : TEACHER**

**Post Purpose:**

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area in line with departmental and whole school policy.
- To monitor and support the overall progress and development of students as a teacher/ 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.
- 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.

**Reporting to:** Head of Department

**Liaising with:** Head of Department and departmental colleagues, Head of Year, parents and external agencies as required.

**Working Time:** Full time as specified within the STPCD

**Salary/Grade:** Classroom Teachers' Pay Scale

**Disclosure level:** Enhanced

## **2. ACCOUNTABILITY FOR:**

### **2.a Teaching**

- 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.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To ensure the effective/efficient deployment of classroom support.
- To prepare and update subject materials.
- To use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to standards of work and homework, behaviour, punctuality and uniform.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To monitor, evaluate and review the academic progress of each student taught in relation to targets set.

### **2.b Contribution to Department**

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the department's development plan and its implementation.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To contribute to the whole school's planning activities and working parties.

## **2.c Continuous Professional Development**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal and professional development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

## **2.d Management Information and Record Keeping**

- To maintain appropriate records and to provide relevant accurate and up-to date information for MIS, registers, etc.
- To track student progress and use information to inform teaching and learning.
- To complete the relevant documentation to assist in the tracking of students.

## **2.e Communications and Liaison**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school including maintaining confidentiality as necessary.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

## **2.f Management of Resources**

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective 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, department and the students.

## **2.g Pastoral Support**

- To be a Form Tutor to an assigned group of students.
- To provide day to day care and support for pupils in the context of the Catholic ethos of the school and the five key areas of the ECM agenda.
- To assist in the development of the PSHE programme and provision of appropriate resources.
- To plan and prepare learning experiences which engage and meet the needs of the students in the tutor group.

- To monitor and report on pupil progress and achievement in PSHE, including Citizenship and WRL and form time activities.
- To liaise with the HOY to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to and supervise them during assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To monitor, evaluate and review the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and 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 the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To ensure full knowledge of latest Child Protection procedures in the school and alert relevant staff immediately to any concerns.
- To apply the Behaviour Management systems so that effective learning can take place.
- To act as a positive role model for students.

## **2.h School Ethos**

- To provide opportunities and encouragement for all pupils to become involved in assemblies, fundraising activities and the prayer life of the school.
  - To promote actively the school's corporate policies.
  - To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
  - To contribute to the supervision of students outside lessons as appropriate.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.