

The English Martyrs School and Sixth Form College

Job Description

Post Title:	TEACHER
Name:	
Purpose:	<ul style="list-style-type: none"> • to promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. • 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 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.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representative's external agencies and parents.
Working Time:	195 days per year. Full-time
Salary/Grade:	
MAIN (CORE) DUTIES	
Teaching	<ul style="list-style-type: none"> • 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 undertake a designated programme of teaching. • to ensure a high quality learning experience for students which meets internal and external quality standards. • to prepare and update subject materials. • to use a variety of delivery 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 punctuality, behaviour, standards of work and homework. • to mark, grade and give written/verbal and diagnostic feedback as required.

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	<ul style="list-style-type: none"> • to make use of a variety of teaching and learning styles which actively involves the children in their own learning. • to attend all staff meetings, department meetings and other meetings as appropriate.
Curriculum	<ul style="list-style-type: none"> • 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 Curriculum Area and department's development plan and its implementation. • to plan and prepare courses and lessons. • to contribute to the whole school's planning activities. • to assist the Head of Department, the Deputy Head Teaching & Learning to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives. • to assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Development Plan Objectives.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • to take part in the school's staff development programme by participating in further training and professional development. • to continue personal development in the relevant areas including subject knowledge and teaching methods. • to engage actively in the Performance Management Review process. • 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.
Pastoral System	<ul style="list-style-type: none"> • to be a Form Tutor to an assigned group of students. • to provide the Tutor Group with opportunities for prayer at the start of each day. • to encourage a positive response to preparations for Morning Prayers/ Year Mass/Assemblies. • to make arrangements for the Tutor Group to present one assembly to the rest of the year group during the academic year and to lead in morning prayers in the Chapel according to the annual rota. • to promote Catholic values and principles. • to celebrate appropriate occasions and events with the Tutor Group. • to take appropriate action to deal with late-coming. • to promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • to liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system. • to register students, attend assemblies with them, encourage their full attendance and their participation in other aspects of school life. • to check Planners and sign them weekly. • to communicate as appropriate, with the parents of students • to contribute to PSHE and citizenship and enterprise according to school policy • to apply the behaviour management systems so that effective learning can take place.

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<p>Pastoral System (cont'd)</p>	<ul style="list-style-type: none"> • to be responsible for the day-to-day welfare of students in the Tutor Group. • to attend Parent/Consultation Evenings/meetings. • to liaise with staff on matters of concern over a pupil's pastoral welfare or academic progress.
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • 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/department 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.
<p>Management Information</p>	<ul style="list-style-type: none"> • to maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • to complete the relevant documentation to assist in the tracking of students. • to be responsible for entries in public examinations for students in classes taught. • to track student progress and use information to inform teaching and learning.
<p>Communications</p>	<ul style="list-style-type: none"> • 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. • to take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. • to contribute to the development of effective subject links with external agencies.
<p>Management of Resources</p>	<ul style="list-style-type: none"> • to contribute to the process of the ordering and allocation of equipment and materials. • 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.

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Other Specific Duties	<ul style="list-style-type: none">• 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.• to support the school in meeting its legal requirements for worship.• to promote actively the school's corporate policies.• to continue personal development as agreed.• to comply with the school's Health and Safety policy, to undertake risk assessments as appropriate and to participate in the school supervision duty rota each week.• to undertake any other duty as specified by STPCD not mentioned in the above.• To carry out the normal duties of a teacher as set out in the current School Teacher's Pay and Conditions Document, a copy of which is available in school and in particular paying due regard to the distinctive nature of the Catholic school.
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

<p>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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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 applicants or continued employment for any employee who develops a disabling condition.</p>
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification for the post of Teacher

		Essential	Desirable	Measured by A – Application Form R – References LO - Lesson Observation I - Interview P - Presentation
1. Qualifications	<ul style="list-style-type: none"> • Degree in relevant field or equivalent • Qualified Teacher Status • Evidence of recent and relevant CPD 	✓ ✓ ✓		A A A A/R
2. Faith Commitment	<ul style="list-style-type: none"> • Sympathetic to the ethos of a Catholic School • Practising Catholic 	✓	✓	A/R A/R
3. Skills and Experience	<ul style="list-style-type: none"> • Successful teaching experience at KS3 and KS4 • Successful teaching experience at A level • Willingness and ability to teach 'A' level 	✓ ✓	✓	A/LO/R/I A/LO/R/I A/LO/R/I
4. Professional Knowledge and Understanding of	<ul style="list-style-type: none"> • Effective Teaching and Learning Strategies • Current assessment and target-setting practices • Strategies to raise achievement • Positive discipline strategies • Current curriculum and examination requirements 	✓ ✓ ✓ ✓ ✓		LO/I A/I A/I/P A/R/LO/I A/R/LO/I
5. Professional Skills	<ul style="list-style-type: none"> • Strong Classroom Management • Excellent communication, planning and organisational skills • Effective data analysis 	✓ ✓ ✓		R/LO R/LO/I R/I/P
6. Personal Qualities	<ul style="list-style-type: none"> • Personal presence, enthusiasm and self-confidence • Ability to find solutions • Energy, drive and stamina • Good attendance 	✓ ✓ ✓ ✓		R/LO/I R/LO/I R/LO/I R/LO/I



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	<ul style="list-style-type: none"> • Integrity and sense of fair play • Clear thinker • Good sense of humour 	✓ ✓ ✓		R/LO/I R/LO/I R/LO/I
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