



## **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

### **POST DETAILS**

**Job Title:** Classroom Teacher

**Grade:** MPS

**Directly Responsible To:** Head of Department  
Headteacher  
SLT Link

### **Primary Purpose and Scope of the Job:**

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate

### **SECURING HIGH STANDARDS OF TEACHING AND LEARNING**

**In order to achieve this they will:**

- 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
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Provide, or contribute to, oral and written assessments reports and references relating to individual students and groups of students
- Participation in whole school literacy and numeracy dimensions
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching
- Ensure a high quality learning experience for students which meets internal and external quality standards
- Prepare and update subject materials
- Use a variety of delivery methods which will stimulate learning and provide challenge appropriate to student needs and demands of the syllabus
- Maintain discipline in accordance with school procedure and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures
- Mark, grade and give written/verbal and diagnostic feedback as per the school policy
- Monitor and support the overall progress and development of students as a teacher/Form Tutor

- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- Contribute to raising standards of student attainment
- Share and support the school responsibility to provide and monitor opportunities for personal and academic growth
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department
- Contribute to the curriculum area and the departments development plan and its implementation
- Plan and prepare courses and lessons
- Contribute to the whole school planning activities
- Assist the Head of Department, the Deputy Headteacher Teaching and Learning, to ensure that the curriculum area provides a range of teaching which compliments the school strategic objectives
- Assist in the process of curriculum development and change so as to ensure the continued relevant to the needs of students, examining and awarding bodies and the school Mission and strategic objectives
- Take part in the school staff development programme by participating in arrangements for further training and professional development
- Continue personal development in the relevant areas including subject knowledge and teaching methods
- Engage actively in the performance management review process
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school
- Maintain appropriate records to provide relevant accurate up to date information for SIMs, registers, etc
- Take part in marketing and liaison activities such as Open Evening, Engage Evenings, review days and liaison events with partner school
- Contribute to the development of effective subject links with external agencies
- Communicate effectively with the parents of students as appropriate
- Communicate and cooperate with persons or bodies outside the school where appropriate
- Follow agreed policies for communications in the school

**a) Effective and efficient quality assurance**

**In order to achieve this they will:**

- Help to implement school quality procedures and to adhere to those
- 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
- Seek/implement modification and improvement where required
- Review from time to time methods of teaching and programmes of work
- Take part, as many be required, in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the school
- Complete the relevant documentation to assist in the tracking of students
- Track student progress and use information to inform teaching and learning

**SECURING EFFECTIVE USE OF RESOURCES:**

**In order to achieve this they will:**

- Contribute to the process of ordering and allocating equipment and materials
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources

- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students

## **THE KNOWLEDGE, SKILLS AND EXPERTISE REQUIRED**

### **This will require the ability to:**

- Be able to use comparative data
- Maintain and update knowledge – subject, national, pedagogy, classroom, management, research and inspection findings
- Keep abreast of statutory requirements
- Develop ICT
- Have a commitment to own professional development particularly in relation to school improvement priorities

## **AT SCHOOL LEVEL**

### **This will require:**

- Be a Form Tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the Form Tutor group as a whole
- Liaise with a Pastoral Leader to ensure the implementation of the school pastoral system
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Evaluate and monitor the progress of students and keep up to date student records as may be required
- Contribute to the preparation of action plans and progress files and other reports
- Alert the appropriate staff to problems experience by students and make recommendations as to how these may be resolved
- Contribute to PSHE, citizenship and enterprise according the school policy
- Support of the Catholic school ethos and policies
- Ensure safeguarding is highly effective with regards to the monitoring of students and staff in line with school policies and expectations
- Contributions to the development of school policy
- Apply the behaviour management system so that effective learning can take place.
- Support the school's policies on attendance, behaviour and rewards in recognition of their strong role in raising pupil achievement
- Liaison with external agencies where appropriate
- Representing team views, concerns and interests
- Giving strategic direction and developing the subject area, include planning in line with the School Development Plan
- Liaison with parents
- Liaison with Governors

## **THIS IS TO ENSURE IMPROVED PUPIL OUTCOMES**

- To raise achievement at Key Stage 3
- To raise achievement at Key Stage 4
- To maximise pupil potential at all levels

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared, it is not a comprehensive statement of procedures and tasks but sets out the main expectations of

the school in relation to the postholder's professional responsibilities and duties. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: September 2017

Revised by: Headteacher

Postholder:

Signed: .....

Date: .....