



# Bishop Wilkinson

Catholic Education Trust  
Through Christ, in Partnership

## Job Description

### Teacher

### 10 sessions

**Location:** St Thomas More Catholic School, Blaydon

**Salary:** Teacher MPS / UPS

**Role Purpose:** Class Teacher

**Reporting to:** Head of Department / Course Leader

#### **Duties and Key Responsibilities:**

##### Planning, Teaching and Classroom Management

Plan and teach challenging, ambitious lessons and sequences of lessons to their classes within the context of the school's plans, curriculum and departmental schemes of work.

- Set clear and challenging targets which build on prior learning and attainment.
- Identify clear learning outcomes and specify how they will be taught and assessed.
- Use accurate and systematic assessment of pupils prior skills, knowledge and understanding to plan effectively and to set challenging tasks to ensure that high quality learning takes place.
- Check pupils' understanding throughout lessons and intervene where necessary to ensure pupils make rapid progress with their learning.
- Identifying pupils with additional educational needs, such as SEND and modify planning and teaching to take account of these pupils in order to ensure these children and groups make rapid progress.
- Ensure coverage of programmes of study and course specifications.
- Plan and use a variety of well judged and imaginative teaching strategies to meet the individual needs of pupils.

##### Monitoring, Assessment, Recording, Reporting

- Frequently and regularly mark, monitor and give pupils constructive feedback to enable students to progress with their learning.
- Record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents in line with school policy.

##### Health, Safety and Classroom Management

- Provide a positive learning environment by recognising and praising good behaviour.
- Promote the safety and well-being of pupils.
- Be aware of their safeguarding responsibilities and how these should be implemented
- Ensure students show everyone in the community respect
- Ensure students demonstrate high levels of engagement, courtesy, collaboration and cooperation both in and out of the classroom
- Maintain good order and discipline among pupils intervening as and when required

#### Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Take an effective part in the school community in order that it continues to flourish
- Liaise effectively with parents and governors.

#### Additional Duties

- 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 undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.



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## Person Specification Teacher

Faith Commitment	
Criteria	Weight
Practising Catholic	Desirable
Practising Christian	Desirable

Qualifications, Experience and Professional Development	
Criteria	Weight
Qualified Teacher Status	Essential
Degree	Essential
Evidence of good classroom practice	Essential
Relevant, recent experience of teaching in a Catholic School	Desirable
Relevant, recent experience of teaching the full age range in a 11-18 School	Desirable

Personal Skills and Attributes	
Criteria	Weight
Respect the dignity of each person valued and loved by God	Essential
Inspire, challenge, motivate and empower students to achieve	Essential
Demonstrate personal enthusiasm and commitment and make a positive difference to children and young people	Essential

Build and maintain quality relationships through interpersonal skills and effective communication	Essential
Demonstrate personal and professional integrity, including modelling values and vision	Essential
Prioritise, plan and organise self	Essential
Think analytically and creatively and demonstrate initiative in solving problems as required	Essential
Be aware of their own strengths and areas for development. Listen to, and reflect upon feedback and act appropriately	Essential
Empathise	Essential
Demonstrate a capacity for sustained hard work	Essential
Demonstrate resilience and optimism with good humour	Essential
Demonstrate impact and presence	Essential
Show commitment of sustain excellent attendance at work	Essential