St Leonard's Catholic School

Job Description

Post Title:	**Teacher**
Purpose: • To act in accordance with the Mission Statement of the school. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate. • To monitor and support the overall progress and development of pupils as a teacher and Form Tutor. • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. • To contribute to raising standards of pupil achievement. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.	
Reporting to:	Head of Department
Working Time:	Full-time. (Pro rata for part time posts)
Salary/Grade:	MPS 1 to UPS 3
Disclosure Level:	Enhanced
MAIN (CORE) DUTIES	
Planning: • 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 implement school policies and procedures.	
Curriculum Provision: • To assist the Head of Department, in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.	
Curriculum Development: • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and development plan.	
STAFFING	
Staff Development: • To actively engage in the school's staff development programme by participating in arrangements for 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 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.	
Quality Assurance: • 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 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.

Management Information:

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for registers and all school systems.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To follow agreed policies for communications in the school.
- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside 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.

Pastoral System:

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Head of Year to ensure the implementation of the school's Pastoral System.
- To register pupils, accompany them to assemblies, ensure their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Action Plans, pastoral support plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To contribute to PSHCE and enterprise education.
- To apply the behaviour management systems so that effective learning can take place.

Teaching:

- To undertake a designated programme of teaching.
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report, on the attendance, progress, development and attainment of pupils and in accordance with the school's policies.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that cross curricular ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils.
- To promote diversity and equality in subject teaching.
- To ensure a high quality learning experience for pupils 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 pupil 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 undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written diagnostic feedback in accordance with school policy.
- To make available on a regular basis summative levels/grades for pupil progress and attitude.

Other Specific 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 pupils to follow this example.
- To support the school in delivering its Collective Worship Policy.
- To promote actively all school policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: