

ST JOHN FISHER CATHOLIC HIGH SCHOOL

JOB DESCRIPTION FOR MAIN SCALE TEACHERS

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment within the Christian ethos of the School

POST TITLE:

- Teacher of English

MAIN PAY SCALE:

- Main Scale

PURPOSE OF THE JOB:

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and ensure delivery of high quality teaching and learning, for which the teacher is accountable.
- To support the subject leader in the leadership and management of the department
- To gain relevant experience in preparation for promotion

RESPONSIBLE TO:

- Head of Faculty

EMPLOYMENT DUTIES:

- To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document

MAIN SCALE TEACHER

JOB DESCRIPTION

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers (TDA Document) and uphold the professional code of the General Teaching Council for England.

1. To Support the Christian Ethos of the School

2. Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all students in their class
- To use teaching and learning intentions to plan lessons and sequences of lessons showing how this will assess students' learning
- To select and prepare resources and plan for their safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds, with the help of associate staff where appropriate
- To contribute to teaching teams, meetings and events
- To plan for the deployment of associate staff who are contributing to students' learning
- To plan opportunities for students to learn in and out of school contexts
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines
- To implement and review the subject development plan in conjunction with the Head of Faculty/Head of House
- To develop and audit schemes of work and other documentation related to the use of their subject within the school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met
- To develop strategies for the use of the subject taught to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning
- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice
- To manage the resources available for the subject taught and make recommendations in order to maintain and develop curriculum provision

3. Monitoring and Assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate students' progress towards planned learning intentions
- To use monitoring and assessment information to improve planning and teaching
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students' as they learn
- To involve students in reflecting on, evaluating and improving their own performance and progress
- To assess students' progress accurately against appropriate standards
- To identify and support students with differing levels of ability and those experiencing behavioural, emotional and social difficulties
- To identify the levels of attainment for students learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support
- To record students' progress and achievements systematically, providing evidence of the range of their work, progress and attainment over time to inform planning
- To report on students' attainment to parents, carers, other professionals and students as appropriate

4. **Teaching and Class Management**

- To have high expectations of students and build successful relationships centred on teaching and learning
- To establish a purposeful inclusive learning environment where diversity is valued and where students feel safe, secure and confident
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students in their age range
- To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, employ interactive teaching methods and collaborative group work
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning
- To meet the needs of students of all ability ranges, taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress
- To organise and manage teaching and learning time effectively
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of associate staff where appropriate
- To set high expectations for students' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage students' behaviour constructively and promote self-control and independence
- To use ICT effectively in delivery of teaching and learning
- To take responsibility for teaching a class or classes over a sustained and substantial period of time
- To provide homework and other out-of-class work which consolidates and extends work carried out in class and encourages students to learn independently
- To work collaboratively with other professionals and manage the work of associate staff to enhance students' learning
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in regular meetings, including an annual day of reflection for staff
- To participate in training, continuous professional development and other learning activities as required, including participating in the school's performance management arrangements.

5. **Form Tutor**

- To act as a form tutor to a group of students
- To lead students in prayer during form time
- To accompany students to assemblies and acts of worship when these are scheduled
- To partake in the delivery of PSHE and Citizenship programmes
- To mentor students in accordance with the school procedure
- To ensure that appropriate Health and Safety practices are enacted in the subject area

6. The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.
7. This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.