



ST FRANCIS
& ST CLARE
CATHOLIC MAC

Job Description

Job Title:	Qualified Teacher
Department/Section:	English
Responsible for which other posts:	None
Responsible to:	Curriculum Leader



Introduction

The Postholder is required to carry out under the reasonable direction of the Principal the appropriate duties of a teacher which are set out in the current School Teachers' Pay and Conditions Document and to comply with standards outlined in CES contract documentation.

Key Duties and responsibilities

The Postholder is expected to undertake, within the Conditions referred to above, the more specific duties/responsibilities listed overleaf.

Amendment of Job Description:

The particular duties/responsibilities listed overleaf may be reviewed from time to time at the request of the Principal or Postholder as circumstances make necessary. They may be amended only after reasonable consultation.

MPR Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, Trust developments, curriculum planning / schemes of work in order to achieve target levels of student attainment, progress and outcomes and the mission of the department / school: To be educators who inspire and empower young people, fostering a generation of confident, capable leaders and performers.
- Embed an inclusive community where everyone belongs, celebrates their potential and builds a lifelong thirst for sport and physical activity.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Know when and how to adapt teaching and learning, using pedagogical approaches which enable pupils to be taught effectively.
- Set and mark work to be carried out by the student in school and elsewhere, in accordance with the school's marking policy and schedule.
- Participate in arrangements for preparing students for success in external examinations.
- Fully align with whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the

school's policies, practices and procedures in such a way as to support the school's values and vision.

- Work with others on curriculum and/or student development to secure co-ordinated outcomes.

Wider Professional Responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Deploy support staff effectively.
- Collaborate with partners on elite sports development.
- Engage in cutting-edge projects with the Youth Sports Trust and other partners.
- Work alongside the School Sports Games Organiser to support wider development of sport within the Trust and feeder school community.
- Lead and support effective extra curricular opportunities for students.

Health, Safety and Discipline

- Promote the safety and well-being of students in accordance with the school's Child Protection, Safeguarding and other relevant policies.
- Maintain good order and discipline among students in accordance with the school's behaviour policy.
- Be fully compliant with risk assessments and best practice in coaching / teaching sports and Physical Education from setting up of equipment to correct and appropriate technique progressions and correct levels of supervision / qualifications.

Management of Staff and Resources

- Direct, support and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

- Deploy resources delegated to you in accordance with school policies.
- Participate in arrangements for the performance management process and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

Professional Behaviour

- To be professional and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students.
- To support and uphold the aims, values and ethos of the school.
- To maintain an appropriate and professional distance with students in

more informal situations.

- To celebrate and praise the achievements of staff and students.
- Be smartly and professionally dressed.
- Able to support the Mission Statement of this Catholic Academy in a positive way.
- Adhere to the Behaviour Policy – have particular regard for issues related to Bullying, Racism, Homophobia and peer on peer abuse.
- Take responsibility for break, lunch and after school duties as listed in the Staff Handbook.

UPR Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their effective implementation to impact upon student achievement.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers or colleagues, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.