

JD1**ALL TEACHERS**

Responsible for: Ensuring that the performance of all teaching, pastoral, administrative and extra-curricular functions contributes to and is harmony with the school's Catholic principles and ethos.
Prompt attendance, awareness of school organisation and arrangements, discharging of statutory duties, consulting as required, maintaining school standards. Committed and efficient classroom teaching, appropriate marking and record keeping, reporting on pupil progress, effective contribution to school standards and individual pupil achievement.

Consulting with: All colleagues

Reporting to: Head of Department, LT link

RESPONSIBILITIES OF THE POST**SUPPORTING THE ETHOS OF THE SCHOOL**

- 1 To help the school carry out its Catholic mission, accepting the school's Catholic Christian ethos and actively supporting the liturgical and spiritual life of the school
- 2 To promote good order and a responsible and caring attitude by pupils, and a clean, well-kept and safe environment within the school.

GENERAL PROFESSIONAL DUTIES

- 3 To undertake the duties of a teacher as specified in the current edition of the School Teachers' Pay and Conditions document and to respond to national educational initiatives as appropriate
- 4 To accept professional responsibilities in relation to all school policies, practices and expectations.
- 5 To attend all scheduled meetings and times for professional development
- 6 To be aware of the contents of briefing announcements (ensuring prompt attendance at 8.30am) and daily newsletters, and to take action as appropriate
- 7 To be familiar with the school's policy on Health and Safety, and in particular:
 - to be aware of likely hazards, emergency procedures, first aid provision and accident reporting
 - to wear/use any appropriate safety clothing and equipment
 - to report all damage, hazards and defects to the Site & Premises Manager
 - to conduct all activities in such a way that the health and safety of pupils and colleagues are ensured
 - to undertake risk assessments as appropriate
- 8 To carry out any reasonable professional request made by the Headteacher, LT or Head of Department, provided that it is compatible with National Conditions of Service.

- 9 To keep up to date with current developments in the subject(s), undertaking such professional development as may be necessary.
- 10 To complete all relevant pupil reviews and reports, and to contribute to references as required.
- 11 To liaise with departmental colleagues on all matters of common concern regarding pupils and the curriculum.

TEACHING AND LEARNING

- 12 To contribute to the high academic standards and disciplinary ethos of the school by setting challenging work and establishing high expectations and teaching pupils of all abilities with commitment, enthusiasm and to a high standard of competence.
- 13 To plan and prepare courses by contributing to schemes of work and programmes of study that meet the requirements of the National Curriculum where necessary.
- 14 To ensure that lessons are well prepared and that they aim to secure progression for the group and for individual pupils.
- 15 To ensure that lessons have clear learning objectives that are communicated to the pupils and build on prior learning
- 16 To ensure that account is taken of the pupils' individual needs by varying the learning experiences.
- 17 To seek appropriate advice and deploy in-class support in order to facilitate the learning of pupils with additional educational needs.
- 18 To ensure that, over time, lessons contribute to the moral and spiritual development of the pupils and their literacy, numeracy and ICT skills.
- 19 To set homework in accordance with school/departmental policy and to ensure that it is frequently marked, indicating areas where improvement is required.
- 20 To take a register of attendance of every lesson and to keep a record of work covered.
- 21 To be punctual in taking classes and to dismiss them as promptly as possible when the bell sounds and to take steps, in line with departmental policy, to ensure that pupils arrive punctually and properly equipped for the lesson.
- 22 To ensure that the teaching-base is kept in good order and free of litter and to exercise an informal supervision of the area surrounding the teaching-base, including corridors and neighbouring staircases where relevant.

ASSESSMENT

- 23 To follow all procedures relating to the testing and assessment of pupils, identifying the level at which pupils are achieving and judging this in the light of prior attainment.
- 24 To ensure that pupil performance is assessed and recorded in accordance with the school policy on assessment and target-setting, and that pupils with special needs (including the gifted and talented) are clearly identified.