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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**CLASSROOM TEACHER - JOB DESCRIPTION**

**Salary Scale** MPS/UPS

**Reporting to** Curriculum Leader

**Core Purpose**

* To deliver consistently good to outstanding lessons. Showcasing very good pedagogical knowledge which leads onto strong progress for all students.
* To engage with the implementation of high quality monitoring and evaluation processes.
* To facilitate cohesive and creative programmes of study for Key Stages 3 and 4.
* To enhance and develop student progression through rigorous assessment strategies.
* To contribute to raising standards of student attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Operational/Strategic Planning**

* To work with colleagues within the department to Quality Assure and Self Evaluate the provision for students, within all subgroups in making the maximum progress possible for the duration of their study.
* To work with the Curriculum Leader in specified ways to develop appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the designated area.
* To work with colleagues to support the aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
* To maintain a high level of awareness of whole school headlines and how those fit within National and Regional contexts.
* To maintain awareness of key aspects of the Ofsted framework for Section 5 and Section 48 inspections, especially the sections pertaining to subject specific criteria.

**Curriculum Provision**

* To assist the Curriculum Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives.

**Curriculum Development**

* To assist in curriculum development within the whole department.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To monitor and respond to changing curriculum needs.
* To liaise with the Curriculum Leader to investigate opportunities for use of new technologies to enrich the curriculum opportunities within the subject area.

**Staff Development**

* To take part 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 Review 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 co-operate within and contribute to the operation of QA and SE by Curriculum Leader.
* To participate as required in the administration of whole school SE events.
* To support the curriculum by adherence to common standards of best practice as laid out in the handbook (school/department).

**Management Information**

* To maintain appropriate records and to provide relevant, accurate and up-to-date information as necessary.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning.

**Communication**

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

**Marketing & Liaison**

* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and other relevant events with partner schools.
* To contribute to the development of effective subject links with external agencies.
* To help create and promote a positive ethos for the curriculum area across the school.

**Management of Resources**

* To contribute to the process of the ordering and allocation of equipment and materials.
* To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

**Pastoral System**

* To be a Form Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
* To liaise with Pastoral Leaders to ensure the implementation of the school’s Pastoral System.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To contribute to the preparation of Action Plans and progress files and other reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
* To contribute to PSHCE and citizenship and enterprise according to school policy.

**Teaching**

* To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students 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 student needs and the demands of the specification.
* To uphold and promote positive behaviours for learning, including responsibility and independence which underpin sustained progression.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.
* To apply the Behaviour Management systems so that effective learning can take place.

**Other Specific Duties**

* To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
* To fully support the school in maintaining a strong Catholic character and fostering the faith development of students & staff.
* To display commitment to the protection and safeguarding of children and young people.
* To actively promote the school’s policies.
* To continue personal development as agreed.
* 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 in the above.
* To engage actively in the performance review process.

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Mount St Mary’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.  All successful candidates will be subject to a Disclosure and Barring Service check. In accordance with Keeping Children Safe in Education, the school will carry out an online search as part of the due diligence on shortlisted candidates.