



## **JOB DESCRIPTION FOR A TEACHER AT ST MICHAEL'S CATHOLIC COLLEGE**

This generic job description sets out the main roles and responsibilities of a teacher at St Michael's Catholic College. Those holding positions of responsibility have specific job descriptions, and Heads of Department may draw up more detailed job descriptions for members of their departments. Above all, teachers at St Michael's are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the College.

In particular teachers are expected to:

- conduct themselves in an appropriate professional manner at all times, and to support and foster the aims of the College and the Catholic Ethos and promote the Salesian values of respect, understanding affection and humour.
- teach effectively, being cognisant of pupil prior attainment, target grades and status eg SEN, EAL, More able. This will involve planning differentiated lessons and preparing schemes of work. A teacher planner must be kept with prior attainment grades, lesson plans and pupil registers must be completed electronically for each lesson. Appropriate work should be set (including homework) and feedback provided in line with our college marking and feedback policy, following the guidance in the Staff handbook.
- prepare pupils for external examinations and carry out the administration necessary to liaise with the examination secretary.
- make themselves familiar with the contents of the Staff Portal, including the College's aims, policies and improvement plan and their own departmental improvement plan and endeavour to follow closely the guidance and schemes of work and curriculum maps provided.
- ensure that they are familiar with the College's health and safety guidance and be mindful of their own health and safety and that of the pupils.
- undertake the preparation, review of assessments and report writing required to ensure that pupils achieve the highest possible standards and to carry out any reasonable subject-related duties assigned to them by their Head of Department.
- have a responsibility to ensure the safety and good conduct of the pupils, following the behaviour policy and enforcing uniform requirements.

- to undertake the role of a form tutor by taking an active interest in each pupil's academic, pastoral and spiritual development. This will also involve delivery CPHSE in form time/drop down lessons using resources and support provided on topics such as e-safety, racism and being antiracist, diversity and inclusion, social justice, peer on peer abuse, consent, bullying and health and wellbeing.
- carry out such duties, including on occasion rarely cover for absent colleagues and as allocated to them punctually, efficiently and in accordance with the guidance in the Staff Handbook.
- attend College assemblies; to lead prepared assemblies for their form group and to supervise pupils before, during and after assembly.
- attend staff meetings, parents' evenings, celebration events, Open Evening for Year 6, and similar important functions out of College hours.
- be willing to lead or accompany College trips during a normal College day.
- notify the Person i/c cover as early as possible if they are going to be absent from College and set appropriate work, as indicated in the staff absence and cover policy. Self-certification forms must be completed for sickness (for one to five calendar days, after which a doctor's note must be provided) and submitted to the Principal's PA.
- attend relevant in-service training each year including participation in lesson observation at the request or direction of the Head of Department or Principal.
- participate in appraisal arrangements in line with the College's performance management policy.
- participate in meetings at the College which are likely to include the following: Whole Staff meetings, Year group meetings, curriculum meetings, pastoral care meetings, departmental meetings, academic review meetings, SEN reviews, Working party meetings etc.
- undertake a reasonable amount of duty before College, at break-times, lunchtimes and after College.
- be willing to teach extra classes after College to prepare pupils for public examinations as and when necessary.
- be prepared to follow college procedures and ensure that all deadlines are met.

This job description is non-contractual which means that the Principal may require variations in line with the changing needs of the College within the competence of the post holder.

## **SELECTION CRITERIA (Skills, knowledge, experience etc. required)**

### **Knowledge and Understanding**

- Qualified Teacher Status
- Degree or equivalent qualification
- Awareness and understanding of current issues and developments in the subject area
- A commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Skills and Abilities**

- Evidence of good classroom practice and excellent teaching
- Evidence of successful teaching to a range of abilities
- Ability to work as a team member and to form good working relationships with colleagues
- Good communication, organisational and administrative skills
- Ability to meet deadlines and show good attention to detail
- Ability to undertake tasks related to monitoring and evaluation
- Commitment and ability to work with colleagues to improve classroom effectiveness and raise achievement
- Ability to manage students firmly, fairly and effectively
- Commitment to high quality pastoral and spiritual care
- Commitment to Diversity and Inclusion
- Good ICT skills
- Good personal presentation
- An excellent record of attendance and punctuality

St Michaels's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.