



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.
- teach effectively, being cognisant of pupil prior attainment, target grades and status eg SEN, EAL, More Able. This will involve planning differentiated lessons and adapting schemes of work. Appropriate work should be set (including homework) and reviewed with feedback given in line with the college marking and feedback policy. The college policy limits the amount of diagnostic marking required by staff and instead emphasises the importance of feedback lessons.
- prepare pupils for external examinations and carry out the administration necessary to liaise with the examination officer.
- make themselves familiar with the contents of the staff portal and mini handbook, including the College's aims and policies, and endeavour to follow closely the guidance and schemes of work provided by the department.
- 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.
- know their responsibilities in relation to safeguarding and follow the college safeguarding policy which is informed by statutory 'Keeping Children Safe in Education' guidance.
- carry out any reasonable subject-related duties assigned to them by their Head of Department.
- have a responsibility to ensure excellent behaviour and attitudes of pupils, following the guidance in the college behaviour policy.
- undertake the role of a form tutor taking an active interest in each pupil's academic, pastoral and spiritual development.

- 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, Open Evening for Year 6, and similar important functions out of College hours.
- contribute to the college centralised after school detention rota (maximum once or twice a term)
- be willing to lead or accompany College trips during a normal College day.
- attend relevant in-service training each year and identify with the Head of Department your own training and development needs.
- participate in appraisal arrangements in line with the College's performance management policy.
- undertake 1 before school and break duty and 1 lunchtime duty a week staff receive a 5 day lunch allowance for the 1x30 minute lunch duty).
- be willing to deliver after school study clubs to prepare pupils for public examinations as and when necessary.
- be prepared to follow college procedures as outlined in the staff mini handbook and on the staff portal 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

In addition, the successful candidate will need:

- Commitment to equality, diversity and inclusion
- Good ICT skills
- Good personal presentation
- An excellent record of attendance and punctuality

WE OFFER

- A calm, supportive and well organised school environment where you can enjoy teaching and work in an inclusive Catholic ethos that respects and welcomes all.
- Excellent student engagement and behaviour, with consistent centralised behaviour management systems which support staff.
- Commitment to professional development and performance management that is focused on individual needs with bespoke professional development e.g. NPQs, exam board training, in school opportunities to develop teaching and leadership including carrying out research.
- A commitment to the continuous review and reduction of staff workload e.g. feedback lessons instead of marking classwork, time provided for moderation of assessments, planning time built into inset days and a generous teaching allocation.
- Leaders and Governors who are committed to staff wellbeing and ensure staff are supported through everyday policies and practices as well as by offering support with health e.g. free flu vaccinations, subsidised healthcare through Benenden, access to the school nurse and school counsellor, staff retreats.
- Excellent staff facilities including free tea and coffee at breaktime and microwaves and fridges in the staff café areas as well as a wide range of social activities.
- A central location in the heart of London close to Bermondsey tube, Canada Water overground and London Bridge train station.

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.

March 2023