



ST MICHAEL'S CATHOLIC HIGH SCHOOL

SUBJECT TEACHER JOB DESCRIPTION

- 1. JOB TITLE:**
Classroom Teacher – **ENGLISH**
- 2. JOB PURPOSE:**
To manage teaching and learning effectively so that each individual student achieves his/her full potential.
- 3. ACCOUNTABLE FOR:**
Individual students assigned to him/her, as decided by the Headteacher/Subject Leader.

KEEPING CHILDREN SAFE

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

- 4. ACCOUNTABLE TO:**
Subject Leader/Line Manager.
- 5. KEY ACCOUNTABILITIES:**
 - To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
 - To carry out teaching duties in line with teachers' pay and conditions and National Standards for Qualified Teacher Status (TTA).
 - To plan and teach lessons in accordance with the approved programmes of study, schemes of work, assessment arrangements and the school's policies.
 - To ensure that Departmental Policies are practiced consistently across the age phases, including Assessment Reporting and Recording, Equal Opportunities and Differentiation, Behavior etc. (cf. Individual Departmental Handbooks).
 - To carry out those accountabilities, based on the time budget, for the effective delivery of a broad and balanced education.

6. To take an active role in personal and career development via Performance Management and in accordance with the school's Staff Development Policy.

6. KEY TASKS:

- 1.1. Planning of lessons in line with school and department policies.
- 1.2. Self-assessing lessons and evaluating teaching as an on-going process.
- 1.3. Making lesson plans available to those interested parties who may observe lessons.
- 1.4. Set high expectations for student behavior and discipline within a Catholic/Dominican ethos.
- 1.5. Set homework according to Homework Policy and Homework Timetable.
- 1.6. Maintain a neat and tidy classroom environment that supports quality learning and teaching and high expectations.
- 1.7. Using display as an interactive teaching tool and maintaining it according to school display policy.

- 2.1. Set challenging targets (using national, CSF and school data) for students based on their baseline data which reflect progress over a key stage*.
- 2.2. Carrying out all planned assessments in line with statutory, school and departmental policies.
- 2.3. Recording, in an efficient way, the data generated by such assessments.
- 2.4. Filing of such evidence, as required, to fulfill statutory, school and departmental assessment requirements.
- 2.5. Developing targeted intervention strategies in discussion with subject leader/colleagues to address individual under-achievement.
- 2.6. Being available to parents, when required and appropriate, to discuss the progress of individual students.

- 3.1. Contributing positively to the production of departmental policies.
- 3.2. Translating such policies into practice in the daily carrying out of his/her work.
- 3.3. Being available to teachers who may seek advice on any policy for which the teacher has accountability.

- 4.1. Being present at all relevant meetings.
- 4.2. Taking an active and developmental part in such meetings in order to offer individual students the best broad and balanced education possible.
- 4.3. Willing to contribute to the staff development aspect of such meetings in an active and positive way.
- 4.4. Writing up minutes, on a rota basis, of such meetings, as planned by the Subject Leader.

- 5.1. Participating in the school Performance Management on all aspects of the process.
- 5.2. Keeping abreast of developments within her/his subject relevant to their teaching.
- 5.3. Attending CPD, as directed by the line management system, or as applied for personally (if authorised).
- 5.4. To undertake any other reasonable tasks as directed by the line manager or the Headteacher.