



# Blessed George Napier Catholic School

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## Job Description

**Post Title:** Teacher

**Salary:** Main Pay Scale [MPS]  
Upper Pay Scale [UPS] if post threshold

**Line Managers:** Assistant Subject Leader and / or Subject Leader

### Purpose

- To play a full part in the life of the school community, supporting its mission, Catholic character and ethos and to encourage staff and students to follow this example.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support your designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher / Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to progress their individual potential.
- To contribute to raising standards of student attainment.
- To support and share in the school's responsibility to provide and monitor opportunities for personal and academic growth.

If you are post-threshold [UPS 1-3] your 'achievements and contribution' to our school setting will be 'substantial and sustained' and fulfilment of your wider professional responsibilities will be in accordance with the Teacher Standards for the Upper Pay Range.

### Core Duties

#### Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and Department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.\*

\*For UPS 1-3, Operational/Strategic Planning may include:

- Leading development within your department
- Coaching or mentoring within your department
- Sharing good practice within a department / the school / the MAC
- Whole school initiatives linked with the 'School Improvement Plan'

Curriculum Provision

- To assist the SL and ASL to ensure the curriculum area provides a range of teaching that complements the school's strategic objectives.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as 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 and school subject specialism(s) 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, meeting both internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning that is appropriate to students' needs and the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 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.

Staff Development (SDP/Inset)

- To take an active 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 work as a member of a designated team and to contribute positively to effective working relations within the school.

### Team Working

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health, safety and equality of opportunity.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his / her competence or otherwise appropriate to the grading of the post, as required.

### Personal Development

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs; and set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To be aware of the current national and local issues relating to education insofar that they affect the post.

### Pastoral System

- To enable prayer, both formal and informal, at times as may be required with students in your care.
- To promote the general progress and well-being of individual students and the Form Tutor Group as a whole.
- To liaise with Pastoral Leaders of the school 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 the persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

### Other Specific Duties

- To be committed at all times to the safeguarding and protection of children and young people.
- To report any child protection concerns to the designated person in the school (please refer to the 'Child Protection Policy' on our staffroom notice board).
- During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British values.
- To have regard at all times to equality of opportunity and inclusion while undertaking duties.
- To continue personal development as agreed.
- Engage actively in the performance review process.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To attend parents' evenings, interventions and meetings as necessary.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”.
- 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.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants, or continued employment for any employee who develops a disabling condition.

## Health & Safety

- To comply with the school’s (and Department’s) Health and Safety Policy and undertake risk assessments as appropriate.
- To undergo, if requested, basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Principal and others responsible for Health and Safety on all issues to do with Health, Safety and Welfare.
- Report any Health and Safety issues arising in the Department to the relevant person in school.

I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: 08.05.19