



Job Title	Teacher
Reports to	Head of School
Hours of Work	Full Time
Salary	Depending on Experience

Job Purpose

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively and can take responsibility for students who progress and achieve well.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve and exceed their individual potential.

To promote the Catholic ethos of the college.

Overall Responsibilities and Tasks

- Taking responsibility for the pastoral care of a tutor group.
- To participate in meetings at college which relate to the curriculum of the college or the organisation and administrations of the college, including pastoral arrangements.
- To promote the general progress and well-being of individual students, and groups of students.
- To communicate and consult with parents of assigned students and to contribute in meetings with parents as required.
- To supervise and, so far as practical, teach any students whose teacher is not available to teacher them as allowed within the STPCD.
- To carry out a share of supervisory duties in accordance with published schedules as directed by the Principal to ensure the Health and Safety of all members of the college community.
- To attend calendared meetings of the relevant Year Group, including Parent's Consultation Evenings.
- To carry out all reasonable duties as directed by the Principal.

Strategic Planning

- Contribute to students' spiritual, moral and cultural development.
- Contribute to the development of policy and practice to support the continued improvement of effective teaching and learning in the Department.
- To contribute to the development of the curriculum within the department and the college as a whole.
- Work in collaboration with other colleagues to provide memorable experiences for our young people.

Teaching and Learning

- To be responsible for planning and preparation of courses and lessons.
- To teach assigned students according to their educational needs, including the setting and marking of work to be carried out by their students in college or elsewhere.
- Marking students' work and giving feedback; ensuring departmental procedures for effective assessment, recording and reporting are carried out.
- To employ teaching strategies that engenders enthusiasm and raises the aspirations of all Students.
- To review, from time to time, teaching strategies and programmes of work.
- Contribute to the development of enrichment activities to enhance teaching and learning including extra-curricular programmes or events.

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- To maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the college premises and when they are engaged in authorised college activities elsewhere.
- To ensure that each student has a target examination grade.
- To participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments; and participating in arrangements to support students during such examinations.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students or groups of students.
- To manage the work of Teaching Assistants within their teaching groups.

Curriculum Development

- To participate, with other teachers, in the development and preparation of courses of study, teaching materials, teaching programmes and assessment arrangements.
- To keep up to date with national developments in
- teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels

Staff Development

- To take part in the colleges 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 appraisal review process.

Management Information

- To maintain appropriate records and to provide relevant accurate and up to date information for SIMS registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Pastoral System

- To act as a Form Tutor to an assigned group of students
- To be responsible for the daily marking of the register and ensuring that all information kept in the register is maintained and up to date.
- To make reports on the personal and academic progress of students in their assigned Tutor group.
- To provide/contribute to references for the students in your care e.g. UCAS, college placements, job interviews, post-16 progression etc.
- To communicate individual student needs to relevant staff.
- To communicate with parents of students in assigned Tutor groups and co-operate with outside agencies as appropriate.
- To provide guidance and advice for students on educational and social matters as appropriate including information about the source of more expert advice on specific questions.
- To support students in all activities relating to their spiritual development e.g. Assemblies, Mass, daily prayer etc.
- To contribute to the production and delivery of resources that underpin the personal, moral spiritual education of the students within the college.

Ethos

- Promote an ethos and culture within the department that are in line with achieving the aims of the college.
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To undertake any other reasonable duty requested by the Principal.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>