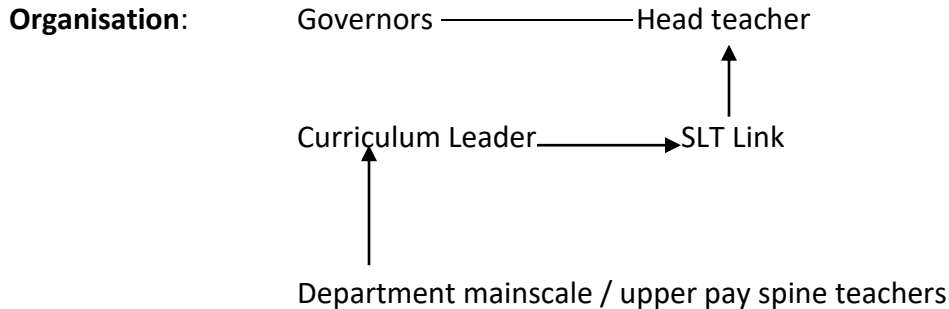


JOB DESCRIPTION FOR SUBJECT TEACHER (Mainscale / Upper pay spine)

Job Title: MAINSCALE / UPPER PAY SPINE TEACHER

Accountable to: Head teacher & Curriculum Leader / HOD

Scale / Grade:



PURPOSE OF POST:

The post holder will be a good role model for students actively supporting the Catholic, Christian ethos of the school and participating in whole school self evaluation and development against the school's mission and aims.

They will sustain a positive ethos across the school which moves forward, solves problems and resolves conflict by applying Christian principles of leadership in the skills of chairmanship, negotiation, arbitration and reconciliation.

All of the elements of the role will be interpreted and applied in the context of the Articles of Government of the school as established, supported and guided by the Diocese of Northampton.

The post holder has a teaching and learning responsibility in the designated subject area(s).

PRINCIPLE RESPONSIBILITIES:

- To carry out the general and specific professional duties of a qualified teacher identified in the current 'School Teachers' Pay and Conditions Document'.
- Participate fully in whole school, year group, and lesson planning which meets the needs of all pupils – including those with SEN and the Gifted and Talented.
- Co-ordinate / act as a subject specialist in the designated curriculum area(s) including monitoring and assessment, policy assessment and teaching strategies, consulting with colleagues and feeding back to the Curriculum Leader and Leadership Team.
- Monitor and assess pupil results and progress, ensuring that appropriate records have been kept in line with school policy. Use performance data to inform individual, class and year group targets, lesson planning and the preparation of differentiated work which meets the needs of all pupils.
- Contribute to the school's Performance Management system.

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- Support the schools pastoral system within the year group, class and with individual pupils.
- Contribute to the effective deployment of support staff and resources within the class.
- Play a full part in the life of the school community, supporting the ethos of the school and encouraging staff, pupils and parents to do likewise.
- Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, short and long term planning, staff meetings and parental events.
- Maintain good behaviour within the classroom and else where in the school dealing with unacceptable behaviour in line with the school's agreed Behaviour Policy.
- Ensure personal professional development, being up to date in national and local developments, contributing to the school and Campus Luton networks and clusters and sharing with others.

SPECIFIC RESPONSIBILITIES FOR POST – THRESHOLD (UPS) TEACHERS:

- Contribute to the school's performance management process, coaching and mentoring colleagues and PGCE / ITT/ OTT students, as required, monitoring some teaching in the curriculum area and the input of support staff.

HEALTH AND SAFETY:

- 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 employer on all issues to do with Health, Safety & Welfare.
- Work flexibly in order to support staff / pupils at times of crises in order to maintain the smooth running of the school and safety of the school community.

CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL

- In conjunction with the Head teacher, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to career development, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.

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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

SAFEGUARDING

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure and prohibition order check to be undertaken. Therefore it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the Safeguarding Code of Practice.

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service and a Prohibition Order Check.'

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Person Specification for QUALIFIED TEACHERS

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Teaching in the relevant subject area.	1,2	Working with children with English as an Additional Language.	1,2
	Using data to inform target setting and planning	1,2		
Skills/Abilities	Able to communicate with a variety of stakeholders (eg governors, colleagues, parents, the community, external agencies).	1,2	Able to coach and mentor others.	1,2
	Able to use IT to support both the curriculum and work organisation.	1,2		1,2
	Able to work as part of, and contribute to, a whole-school multi-disciplinary team.	1,2		1,2
	Able to monitor and evaluate teaching and learning.	1,2		1,2
	Able to identify the necessary resources which ensure high quality teaching and learning.	1,2		1,2
	Able to assess the needs of individuals to inform lesson planning.	1,2,5		1,2,5
	Able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	5		5

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Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline	1,2 1,2 1,2 1,2		
Equality Issues	Demonstrable commitment to inclusive teaching and learning. Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	2,5 1,2		
Specialist Knowledge	Subject/KS knowledge.	1,2,5		
Education and Training	Qualified Teacher Status. Evidence of ongoing CPD	4 1,2	Evidence of meeting the threshold standards. Sustained and substantial performance in the threshold standards.	1,2 1,2
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Cardinal Newman School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).
- (iv) Code of Conduct

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service and a Prohibition Order Check.'

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