



ST FRANCIS  
& ST CLARE  
CATHOLIC MAC

# Job Description

<b>Job Title:</b>	Teacher of English
<b>Department/Section:</b>	St Edmund's Catholic Academy
<b>Responsible for which other posts:</b>	None
<b>Responsible to:</b>	Assistant Principal :Director of English



## Job Summary

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To deliver high quality education inside and outside the classroom with reference to the Teachers' Standards. The Teachers' Standards state that a teacher must:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

A teacher is expected to demonstrate consistently high standards of personal and professional conduct as set out in Part Two of the Teachers' Standards. This includes the implementation of all school policy and procedures, attending all relevant meetings and taking responsibility for own professional development. It applies in all roles, such as classroom teacher, form tutor or lead in an extra-curricular activity.

All teachers are expected to carry out any responsibility compatible with the role and grade of the post and are expected to work flexibly as part of a team, commonly bound in the service of the needs of the school and the further development of St. Edmund's. All teachers are expected to remain up to date, and comply with, Academy policies. They must model exemplary behaviour in line with the Academy Mission Statement and the Staff Code of Conduct.

## Main Duties:

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The following outline gives an overall range of duties and responsibilities which reflects the position.

- **To raise student aspirations at all levels in line with St Edmund's CARE values, so that all young people can make excellent progress**
- To contribute to the pastoral care of pupils and students and to support their spiritual, moral, social, cultural and vocational development.
- To consistently promote adherence to the Academy's Positive Behaviour Management system, reinforcing this with all taught classes and tutor

groups

- **To deliver consistently highly effective teaching and impactful intervention at KS3, KS4 and KS5 as required**
- To comply with all aspects of the Academy Learning Policy
- To adhere to the data / record keeping systems across the Academy and use appropriate data to inform Target Setting for individual pupils and students.
- To make effective use of planning, preparation and assessment time (PPA) to plan lessons thoroughly in advance, mark work and record outcomes and to compare and review the performance of pupils with colleagues as appropriate.
- To contribute to and to be responsible for aspects of Faculty / Subject Schemes of Work/Enrichment programmes as directed by the curriculum leader/HOY
- To adhere to the Academy's procedures to register accurately and codify attendance and absence, and to complete class registers for all groups taught.
- To reflect on and improve own practice through active participation in professional development activities, lesson observation and appraisal processes
- To attend Parents' Evenings, produce accurate reports on all students in the reviewing and reporting to parents processes, meeting deadlines and setting appropriate targets.
- In delivery of Btec curriculum, to provide the Quality Nominee with evidence of planning and assessment of pupil / student work as appropriate
- To attend all directed time meetings within the agreed Academy structure.
- **To have due regard for maintaining safeguarding, health and safety and security at all times**
- To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Edmund's as a Catholic Academy.
- To support the Academy's Catholic ethos, in the light of the mission statement, participating in and facilitating, as reasonably required, the worshipping life of the academy

*The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School teachers current Pay and Conditions Document.*

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Principal may reasonably require.

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

- **Motivation to work with children and young people.**
- **Adopt and promote 'Don't Walk On by' policy and comply with all safeguarding requirements**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

## **Additional Job Description- Form Tutor:**

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**Responsible to Head of Year or Head of Sixth Form**

### **Main Duties:**

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- To provide the daily point of contact for students, actively involved in monitoring their progress, punctuality, attendance and readiness for learning.
- To lead or facilitate the Daily Act of Worship.
- To Induct and sustain students into excellent behaviours for learning in line with the St Edmund's CARE values.
- To work proactively with the Head of Year and parents to ensure all barriers to learning are addressed and good progress is expected.
- To contribute to planning and delivery of Personal and Social Development at St Edmund's Academy

<b>Person Specification - Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Experience</b>			
An excellent classroom practitioner that can model best practice	x		AF/I
Demonstrates a range of successful teaching and learning strategies to meet the needs of all students	x		AF/I
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning.	x		I
Understanding of the characteristics of an effective learning environment and key elements of successful behaviour management.	x		I
Successful strategies for planning, implementing, monitoring and evaluating lessons.	x		I
Secure knowledge of statutory requirements relating to the curriculum and assessment.	x		I
Experience of effective monitoring and evaluation of teaching and learning.		x	I
Experience of teaching at Key stage 5 with strong outcomes		x	AF/I
<b>Qualifications/Training</b>			AF/Q
Graduate with qualified teacher status (English/relevant degree)	x		
Knowledge of KS2 Programmes of Study	x		AF
Evidence of continuing professional development relating to the curriculum area.	x		AF
Evidence of continuing professional development relating to teaching and learning.		x	AF
Knowledge of courses and requirements at KS3,KS4 and KS5	x		AF/I
Good ICT skills	x		AF/I
Safeguarding trained (stage 1) within the past 12 months; including Prevent and FGM.		x	AF
<b>Behavioural Attributes</b>			AF/I
Good organisational and personal management skills			
Effective planning and teaching	x		I
Meets deadlines	x		AF/I

Effective behaviour/classroom management	x		I
Builds personal relationships with stakeholders, through regular contact and consultation		x	I
Proactively seek opportunities to increase knowledge, skills and understanding with a commitment to personal development and learning	x		AF/I
Self-motivated with a positive outlook and ability to work on own initiative and as part of a team	x		I
Values the diversity of individuals, adaptable approach to meet individual needs	x		I
Ability to develop and support other staff to develop a variety of teaching strategies		x	AF/I
Ability to enthuse and direct students and staff to towards raising expectations and levels of achievement	x		I
Demonstrates focused implementation of role and responsibilities	x		AF/I
Contributes to strong team ethos where everyone feels valued.	x		AF/I
Flexible and committed to work across our Academy and support SFSC MAC Academies	x		I
Values the need and respect for discretion and sensitivity in confidential work.	x		I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	x		AF/I
<b>Faith Commitment</b> An understanding of and commitment to working in the Catholic Sector.	x		AF/I
Expectation for the successful candidate to appreciate and to contribute to our Catholic Ethos	x		I
Working experience in a Catholic School		x	AF
A committed practising Catholic		x	AF/I

AF – Application, I – Interview & assessment, Q - Qualifications

Signed	
Date	

Administration use only	
Job Ref	
Committee Approval	
Last Updated	