



St Thomas More High School

Job Description

Name of post holder:

Post title and Purpose	Qualified Teacher
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Performance Reviewer and Line Manager:	The Head of Department or Senior Line Manager
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Generic:

Preface

All teachers (other than head teachers) are responsible for:

Advising and co-operating with the headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Taking any such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Co-ordinating or managing the work of other staff

... a teacher shall perform, in accordance with any directions which may reasonably be given to him by the headteacher from time to time, such particular duties as may reasonably be assigned to him/her.

This is a Regulated Post and appointments made are subject to an Enhanced DBS clearance and Safeguarding arrangements. It is the individual's responsibility to promote and safeguard the welfare of children and young persons s/he is responsible for or comes into contact with.

(Keeping Children Safe in Education. September 2019)

We are committed to Equal Opportunities. The school's application form must be completed.

In addition, the specific requirements of the post of Classroom Teacher have been set out below:-

Responsibility for a Class

- Co-ordinating activities relating to a subject area or areas, to include:
 - Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice;
 - Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment;
 - Giving guidance, support and encouragement to staff and leading in-service development sessions.

The teaching and learning of our students is our principal task. Each of us is responsible for ensuring that effective learning occurs in our classrooms and that all students have equal opportunity to progress. Subject teachers are supported by a Director of Learning. Duties include:-

- Preparation of teaching materials
- Regularly marking students' work and completing appropriate assessments
- Ensuring that work matches students' needs, liaising with the Special Educational Needs Department (SEN) regarding students and implementing the stages of assessment and acting upon value added information
- Writing reports as needed and requested
- Keeping records and monitoring students' progress
- Liaising with other members of staff about the students
- Setting the tone of the lessons
- Being the first in line of the discipline system of the school
- Maintaining an orderly classroom and an attractive environment
- Supporting and implementing the school's policies
- Attendance at all relevant meetings
- Being aware of the responsibilities regarding Health and Safety
- Undertaking professional development where required

This job description does not form any part of any Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties.