

# ALL HALLOWS CATHOLIC HIGH SCHOOL

## JOB DESCRIPTION

### ALL TEACHERS

As a Catholic school and a worshipping community based on Christian values, we aim to develop the talents of all our pupils to their fullest potential through a curriculum which is broad, balanced and relevant, and which is supported by a wide range of extra-curricular activities.

Mission Statement

## RESPONSIBILITIES

### 1 GENERAL

You are required to carry out the duties of a schoolteacher as set out in the Schoolteacher's Pay and Conditions Document. You are required also to promote and uphold the Catholic ethos of our school.

#### 1.1 TEACHING

- (a) Planning and preparation of courses and lessons.
- (b) Teaching assigned groups according to their educational needs.
- (c) Setting and marking of work to be done in school and at home.
- (d) To review from time to time methods of teaching and programmes of work.
- (e) To co-operate and advise on the preparation and development of courses, materials, programmes, methods and assessment.
- (f) To attend and participate in Curriculum Area meetings and Pastoral meetings.

#### 1.2 ASSESSMENT AND REPORTS

- (a) Assessing, recording and reporting on the development, progress and attainment of pupils.
- (b) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- (c) Tracking the progress of pupils and identifying pupils needing extra support.

#### 1.3 DISCIPLINE

- (a) To maintain good order and discipline in assigned classes in accordance with School Policies.
- (b) To contribute to the maintenance of good order and discipline throughout the school.
- (c) To take necessary steps to safeguard the health and safety of pupils both in assigned classes and around school generally.
- (d) To maintain order and discipline, and safeguard health and safety of pupils when they are engaged in authorised school activities off the school premises.

#### 1.4 PUBLIC EXAMINATIONS

- (a) To participate in the arrangements for preparing pupils for public examinations.
- (b) To assess pupils for the purpose of such examinations
- (c) To record and report such assessments

## **1.5 PASTORAL ACTIVITIES**

- (a) To undertake the duties of a Form Tutor and promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- (b) To provide vocational, educational, personal, spiritual and social guidance and advice to pupils.
- (c) To keep relevant records and reports.
- (d) To communicate and consult with parents.
- (e) To communicate and co-operate with outside agencies concerned with the pupil's welfare in consultation with the relevant Learning Managers.
- (f) To co-operate and advise on the preparation and development of pastoral arrangements.
- (g) To participate in meetings arranged for the above purposes.
- (h) To attend and participate in Assemblies.
- (i) To participate in the pastoral duty team.

## **1.6 STAFF DEVELOPMENT**

- (a) To undertake self-evaluation.
- (b) To participate in the school's staff development programme.
- (c) To participate in INSET activities for further training and professional development.
- (d) To participate in arrangements for performance management.

## **1.7 MEETINGS**

To attend and participate in programmes of meetings and other meetings as reasonably directed by the Headteacher.

## **1.8 STAFF COVER**

To supervise and as far as is practicable teach pupils whose teacher is absent, in accordance with the scheme in operation within the school and in accordance with regulations in the Pay and Conditions Document.

## **1.9 ADMINISTRATION**

To participate in administrative and organisational tasks related to the above duties in accordance with regulations in the Pay and Conditions Document.

## **1.10 PROCEDURES**

All the above duties are to be carried out as designated by the Headteacher, according to policies and procedures, which will be contained in the Staff Handbook.