

# Newman Catholic School

## ***Vision and Mission Statement***

*At Newman Catholic School we are committed to the high achievement of all our students. We cultivate success and foster the highest aspirations through excellent teaching.*

*We are a learning community which has high expectations and actively seeks to celebrate the good in every individual. Newman School is built on the Christian values of trust, respect and compassion.*

*We inspire an enthusiasm for life-long learning and are committed to success for all.*

## **Job Description**

Post: **Teacher**  
Responsible to: **Subject leader**  
Responsible for: Teaching across the age and ability range of the school as directed by the Headteacher

**Professional duties:** (These duties relate directly to the School Teachers' Pay and Conditions Document)

### **Mission Statement:**

Working with the Headteacher and Senior Leadership Team in implementing the school's mission statement.  
From time to time contributing to the review of the mission statement.

### **Teaching:**

In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in the class or group assigned to her/him:

- planning and preparing courses and lessons according to the school formats;
- registering students in line with School protocol;
- teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- monitoring, assessing, recording and reporting on the development, progress and attainment of pupils, following school procedures;

### **Other activities:**

- maintaining and promoting the good name of the school
- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of and reports on the educational personal and social needs of pupils using school systems and formats;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the school; and

- within the 1265 hours participating in meetings arranged for any of the purposes described above;

#### **Assessments and reports:**

- providing, recording and contributing to oral and written assessments reports and references relating to individual pupils and groups of pupils.

#### **Continuous Professional Development:**

- participating in arrangements made in accordance with regulations made under section 131 of the Act for the appraisal of her/his performance and that of other teachers.

#### **Review, induction, further training and development:**

- reviewing from time to time her/his methods of teaching, student monitoring and assessment and programmes of work;
- participating in arrangements for her/his further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal / performance management objectives or in appraisal / performance management statements;
- in the case of a teacher serving an induction period, participating in arrangements for her/his supervision, training and well-being;

#### **Educational methods:**

- advising and co-operating with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

#### **Discipline, health and safety:**

- contributing to risk assessments and promoting a healthy and safe working environment
- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

#### **Staff meetings:**

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral and student progress arrangements;

#### **Cover**

- subject to paragraph 65.9.2, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;
- no teacher shall be required to provide such cover for more than 38 hours in any school year.

#### **Public examinations:**

- participating in arrangements for preparing pupils for public examinations, in monitoring and assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for such examinations.

#### **Management:**

- contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods;
- assisting the head teacher in carrying out threshold assessments of other teachers for whom he has management responsibility;
- co-ordinating or managing the work of other staff;

- taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

**Administration:**

- participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school;
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- a teacher should not routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.  
(See Workforce Reform Policy for 25 tasks)

**Other duties:**

Any other duties the head may direct within the conditions of service and workforce reform policy.

**Review**

This job description will be reviewed annually for the beginning of the academic year.

J D McAuley  
March 2015