

TEACHER JOB DESCRIPTION

MAIN PURPOSE OF THE JOB

Teaching at Blanchelande is a hugely stimulating and rewarding experience. All teachers are expected to participate fully both in the life of their academic department and the wider life of the School, including providing an extra-curricular activity and furthering their professional development.

RESPONSIBILITIES AND DUTIES:

1. TEACHING

- (a) Planning and preparing appropriate course and lessons in accordance with departmental and school policy;
- (b) Teaching, according to their educational needs, the pupils assigned including the setting and marking of pupils' work;
- (c) Promoting the progress and academic development of pupils, differentiating for ability where appropriate;
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils according to the normal practice of the College;
- (e) Preparing pupils for and participating as appropriate in the College's arrangements for pupils taking public examinations.

2. OTHER ACTIVITIES

- (a) The Catholic nature of the College is central to our success and all members of staff are required to support and participate in the Catholic identity and mission of the College;
- (b) Any duties required as a result of accepting a position of Responsibility and the accompanying Responsibility Allowance;
- (c) Acting as a Form Tutor as required and fostering the general progress and well-being of individual pupils of any class or group of pupils assigned;
- (d) Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the relevant Form Tutor or Key Stage Head;
- (e) Playing a full role in the wider life of the School, contributing actively to the extra-curricular programme;
- (f) Providing guidance and advice to pupils on educational and social matters and making relevant records and reports;



- (g) Making records of and reports on the personal and social needs of pupils;
- (h) Communicating and consulting with the parents of pupils as necessary and attending all parents evenings and official functions;
- (i) Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils;
- (j) Supporting pupils as appropriate at major school events and in other activities, eg: plays, concerts, matches, etc.
- (k) Monitoring and ordering books, supplies or other materials required for relevant subject or department.

3. REVIEW AND PROFESSIONAL DEVELOPMENT

- (a) The College may review from time to time teachers' methods of teaching and schemes of work, including participating in performance management (appraisal);
- (b) The College will support and participate in arrangements for further training and professional development; attendance at INSET days is required.

4. CURRICULUM DEVELOPMENT

- (a) Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

5. DISCIPLINE AND WELLBEING

- (a) Maintaining good order and promoting self-discipline among pupils and taking reasonable care for their safety and wellbeing, whether they are engaged in school activities on or off the College property;
- (b) Undertaking supervisory duties as required;
- (c) Actively implementing the College's policies on rewards and sanctions.

6. STAFF MEETINGS

- (a) Attending staff meetings which relate to the College curriculum or to the administration or organisation of the College, including pastoral arrangements. Such meetings shall normally be held at the College and be of reasonable duration.

7. ADMINISTRATION

- (a) Where appropriate, taking responsibility of the maintenance of an accurate register of the pupil's attendance at the College;



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- (b) Taking a reasonable share of the supervision of pupils on the school premises whether before, during or after school sessions;
- (c) Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- (d) Participating, as required, in administrative tasks related to the curriculum, pastoral and organisational tasks of the School.
- (e) Attending all assemblies;
- (f) Exercising reasonable care for the classroom and other relevant teaching areas and all the equipment therein, which may include auditing and visually checking classroom equipment;
- (g) Contributing, where appropriate, to the professional development of other teachers;
- (h) Setting high personal and professional standards at all times.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed: _____

Date: _____