



## **JOB DESCRIPTION – KS2 TEACHER**

### **MAIN PURPOSE OF THE JOB**

To be a full-time and highly dedicated teaching within the Blanchelande College Junior department. To teach inspirationally across a range of subjects to the very highest standards, supporting pupils of different academic abilities.

### **RESPONSIBILITIES AND DUTIES OF A TEACHER AT BLANCHELANDE COLLEGE:**

#### **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 baseline and attainment assessments.

#### **2. OTHER ACTIVITIES**

- (a) Being fully supportive of the Catholic identity and mission of the College and willing to participate in its religious life (e.g. leading prayers, singing hymns, etc.);
- (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 on a weekly basis;



- (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, e.g.: plays, concerts, matches etc.
- (k) Monitoring and ordering books, supplies or other materials required for your subject or department.

### **3. REVIEW AND PROFESSIONAL DEVELOPMENT**

- (a) The College may review from time to time your methods of teaching and programmes of work and you will be required to participate in the Performance Management process for teachers;
- (b) The College will support and participate in arrangements for your further training and professional development as a teacher and 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, whilst in your charge whether they are engaged in school activities on or off the 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;

(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.

I hereby confirm acceptance of the above job description:

*(for completion upon appointment)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_