

## **Job Description Teacher of English**

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham.

**The prime purpose of the class teacher's role** is to work with the Principal and Academy Representative Body by:

- i) Ensuring you provide the highest possible standards of teaching, learning, spiritual and moral development of the pupils in your charge
- ii) Ensuring that at all times the activities for which you are responsible adhere to the mission statement and aims of the school.
- iii) Helping to develop the school as an evangelising, catechetical and educational community

**The general duties and responsibilities of the role are:**

- i) To carry out the statutory tasks as laid down in the current School Teachers' Pay and Conditions of Service Document in the light of the procedures and guidelines adopted by the governing body.
- ii) To meet the teachers' standards
- iii) To contribute to the Catholic life of the school community, rooted in the Eucharistic community it serves

The teacher will exercise their ministry through the following job description of general and specific educational and managerial responsibilities under the immediate directions of the Principal to whom they will be responsible.

This job description may be amended at any time following consultation with the Principal, and will be reviewed annually.

### **1. Classroom Practice**

To be responsible for the day-to-day management and teaching of his/her classes

- i) Ensure the highest possible quality learning environment in the classroom which reflects the Catholic nature of the school as laid out in the school's Mission statement.
- ii) Ensure that all teaching and learning is conducted in an atmosphere of affirmation, encouragement, realistic challenge and sensitive reflection.
- iii) Affirm and encourage parents in their role as the first educators of their children and ensure effective communication with parents is maintained.
- iv) Access and record each pupil's progress systematically in line with current school procedures and use the results to inform planning

- v) Mark and monitor class work and homework, providing constructive feedback and set targets for further progress.
- vi) Periodically, positively evaluate your own teaching to consolidate strengths and improve effectiveness when appropriate
- vii) To be responsible for the specific areas of the school in relation to health and safety issues and report any concerns to the Principal.

**2. Other Professional Requirements**

- i) Establish and maintain effective working relationships with professional colleagues, acknowledging the need for mutual support
- ii) Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of your post
- iii) Take responsibility for your own professional development and on-going formation
- iv) Endeavor to retain a healthy balance in your professional and personal life
- v) Have a secure knowledge and understanding of the subjects taught
- vi) Be familiar with all school policies including child protection procedures, health and safety policies and current SEN codes of practice

**3. Conditions of Employment:**

This appointment is with the Academy Representatives of the school under the terms of the Catholic Education Service contract signed with the Academy Representatives as employers.

The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

**4. Review and Amendment:**

This job description is normally subject to annual review. It may be amended at the request of the Principal or the post holder but only after consultation with the post holder. It will be signed if agreement is reached. If following review and amendment, agreement is not reached, the appropriate procedures should be used for the setting of any disputes.

**I accept this job description**

**Signed:**

		Date
Employee		
Principal		