

TEACHER – JOB DESCRIPTION: MODERN FOREIGN LANGUAGE

This role description recognises the demands of current Pay and Conditions regulations and subsequent recommendations of the Teachers' Pay Review Body. You are required to carry out the duties of a schoolteacher as set out in such regulations and to share in the corporate responsibility for the well being and discipline of all pupils.

The description also reflects the policies and conditions of employment laid down by the Governors of St Mary's Catholic School. You are required to support the Headteacher in implementing the mission, aims and objectives of St Mary's Catholic School and in maintaining the distinctive Catholic nature of the school.

Role

1. To contribute to the development and implementation of policies and programmes for the teaching, learning and assessment of your department(s) throughout the school in accordance with whole school policy.
2. To contribute to the management of staff, resources, accommodation and curriculum of the departments in which you teach.
3. To contribute to the delivery of the curriculum in such a way as to meet the needs and maximise the potential of each individual pupil.

Accountable to: Head of Department and/or line manager as specified in the staff handbook.

Key Responsibilities and Duties

These are as outlined in Part XII of the current School Teachers' Pay and Conditions document.

The following list is a description, not a specification, and is not intended to be exhaustive:

A teacher in St Mary's Catholic School shall perform, in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him.

Teaching:

- In each case having regard to the curriculum for the school
- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities:

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to 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 personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the school; and
- participating in meetings arranged for any of the purposes described above;

Assessments and reports:

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

Appraisal:

- participating in arrangements made in accordance with regulations made under section 49 of the Education (No.2) Act 1986 for the appraisal of his performance and that of other teachers;

Review, induction, further training and development:

- reviewing from time to time his methods of teaching and programmes of work;
- participating in arrangements for his further training and professional development as a teacher;
- in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training;

Educational methods:

- advising and co-operating with the head teacher and other teachers (or any one or more of them) 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:

- 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 arrangements;

Cover:

- supervising, and, so far as practicable, teaching any pupil whose teacher is not available to teach them, within the usual national and local cover agreements

Public examinations:

- participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

Management:

- contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- assisting the head teacher or an assessor in carrying out threshold assessments of other teachers for whom he has management responsibility;
- co-ordinating or managing the work of other teachers; and taking such part as may be required of 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 management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; and
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.