



Bishop Douglass Catholic School

JOB DESCRIPTION FOR A TEACHER AT BISHOP DOUGLASS CATHOLIC SCHOOL

This generic job description based on the latest Teachers' Standards sets out the main roles and responsibilities of a teacher at Bishop Douglass School. Those holding positions of responsibility have specific job descriptions, and Heads of Department may draw up more detailed job descriptions for members of their departments. Above all, teachers at Bishop Douglass are professionals who carry out their duties responsibly; make a positive contribution to the life and extra-curricular provision of the school; uphold the fundamental British values of democracy, the rule of law, the liberty of the individual, mutual respect and tolerance of other faiths and beliefs and have regard for the best interests of their pupils and the school.

In particular teachers are expected to:

- Conduct themselves in an appropriate professional manner at all times, and to support and foster the aims of the school and the Catholic Ethos.
- Teach effectively, being cognisant of pupil prior attainment, target grades and status eg SEN, EAL, GTP. This will involve planning differentiated lessons and preparing schemes of work. During all teaching, high standards of literacy and correct use of standard English are vital. Teachers are expected to demonstrate a critical understanding of their subject specialism/s and keep their knowledge and skills up to date. They should make good use and work co-operatively with other school staff including teaching assistants and other adults to foster pupil learning. A teacher planner must be kept with prior attainment grades, assessments, lesson plans and pupil registers completed for each lesson. Appropriate work should be set (including homework) and marked regularly (every two-three weeks) following the guidance in the Staff handbook.
- Manage pupil behaviour effectively to ensure effective control and a conducive and safe school environment.
- Prepare pupils for external examinations and carry out the administration necessary to liaise with the examination secretary.
- Make themselves familiar with the contents of the Staff Handbook, including the school's aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents.
- Ensure that they are familiar with the school's health and safety guidance and be mindful of their own health and safety and that of the pupils.
- Ensure they undertake their safeguarding duties; behaving professionally at all times and alerting promptly senior colleagues and the designated Child Protection Officer of any safeguarding issues or suspicions that come to light.

- Undertake the preparation, marking and report-writing required to ensure that pupils achieve the highest possible standards and to carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Have a responsibility to ensure the safety and good conduct of the pupils, following the guidance in the Staff Handbook and helping to enforce the pupils' Code of Conduct and Uniform code.
- To undertake the role of a form tutor as outlined in the Staff Handbook taking an active interest in each pupil's academic, pastoral and spiritual development.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them punctually, efficiently and in accordance with the guidance in the Staff Handbook.
- Attend school assemblies; to lead prepared assemblies for their form group and to supervise pupils before, during and after assembly.
- Attend staff meetings, Parents' Evenings, Prize Giving, Open Evening for Year 6, and similar important functions out of school hours.
- Be willing to lead or accompany school trips during a normal school day.
- Notify the Person i/c cover as early as possible if they are going to be absent from school and set appropriate work, as indicated in the Staff Handbook. Self-certification forms must be completed for sickness (for one to five calendar days, after which a doctor's note must be provided) and submitted to the Bursar's Office.
- Attend relevant in-service training each year including participation in lesson observation at the request or direction of the Head of Department or Headteacher.
- Participate in appraisal arrangements in line the School's performance management policy and status as an aspiring Investor in People.
- Participate in meetings at the school which are likely to include the following: Whole Staff meetings, Year group meetings, curriculum meetings, pastoral care meetings, departmental meetings, academic review meetings, SEN reviews, Working party meetings etc.
- Undertake a reasonable amount of duty before school, at break-times, lunchtimes and after school.

This job description is non-contractual which means that the Headteacher may require variations in line with the changing needs of the school within the competence of the post holder.