

Job description

Job Title: Secondary School Teacher

Line Manager: Head of Department

Also accountable to: Deputy Headteacher and Headmaster

Usual or main location(s): St. Michael's School, Burghclere

Subject to Enhanced DBS Check and Safer Recruitment guidelines

Job Purpose

To teach and educate students according to guidelines provided by the Teaching of the Catholic Church and the regulatory framework relating to Independent Schools in England.

To actively support moral leadership of students in the exercise of teaching or pastoral duties, in accordance with School policies and procedures and the practices and customs of the Priestly Society of St. Pius X.

Key Outcomes

1. Implement effective classroom teaching and learning strategies that help pupil progress, keeping subject knowledge up to date.
2. Actively contribute to and engage with whole school approaches to the curriculum, schemes of work and lesson planning.
3. Implement effective assessment and monitoring of pupils and contribute to whole school pupil progress tracking.
4. Ensure pupils are well-prepared for key assessments, such as CAT and GCSE exams, and actively engage with office support for these functions.
5. Employ effective communication with all staff and the parent body, contributing to the development of school plans and to help improve the reputation of the School.
6. Evidence ongoing professional development, through use of the School's Performance Framework, and undertaking all mandatory requirements determined by the School Handbook or regulations governing schools.

Teachers at St. Michael's are required to work in accordance with the [School's Staff Handbook](#) and [Curriculum Policy](#). The measures below are not designed to be an exhaustive list but an indication of day to day tasks that will help meet the outcomes above:

Day to day measures

1. Plan, prepare and deliver lessons to all students in the class
2. Teach according to the educational needs, abilities and achievement of the individual students and groups of students
3. Work within school policies and procedures and towards the implementation of school development plans
4. Promote the general progress and well-being of students through the teaching, assessment, recording and reporting on the development, progress, attainment and behaviour of one's students

5. Maintain good order and discipline amongst students under one's care and safeguarding their health and safety at all times, in accordance with school policies
6. Review and evaluate one's own teaching and learning strategies in line with latest guidance and established methodologies, evidencing how Teachers Standards are met throughout the course of the academic year
7. Participate in arrangements for the internal and external appraisal of students' performance, including exam invigilation and supervision of students, as directed by the Exams Officer
8. Support the Head of Department/SLT in developing whole school approaches to curriculum management
9. Participate in the School's performance management framework as directed by SLT or the Head of Department, including continuing professional development (CPD) opportunities in line with the annual performance cycle discussions/targets
10. Perform pastoral duties as a Form Tutor and be the first point of contact for pupils on pastoral issues and communicate, as required, to the Housemaster/mistress or a member of SLT
11. Advise, support and cooperate with the Senior Leadership Team (SLT), Heads of Department, office staff and other teachers in the preparation and development of the Curriculum Policy, schemes of work, lesson plans and teaching and assessment materials and pastoral care arrangements
12. Undertake exam invigilation or other supervision of pupils under the direction of SLT and Exam Officer
13. Participate in whole school, departmental or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school
14. Cooperate fully with the SLT in preparing and participating in school inspections, including mock inspections
15. Engage fully with parents, according to school policies, especially when undertaking parent consultations
16. Read, understand and follow all school policies, especially those related to staff conduct, pupil behaviour, curriculum and assessment management and safeguarding, and successfully undertake all mandatory training required by the school
17. Attend school assemblies and other school religious ceremonies i.e. weekly school Mass

Safeguarding

18. Cooperate fully with SLT to secure a safeguarding culture and to ensure that every child is effectively safeguarded and that their welfare is promoted at all times
19. Undertake all required safeguarding training, as directed by the School
20. Register and monitor the attendance of students under one's care, according to school practice.

Person Specification:

- Qualified Teacher Status, or educated to degree level
- Extensive, up to date knowledge and understanding of good practice relating to secondary teaching and learning
- Excellent oral and written communication skills
- Ability to plan effectively
- Effective organisational skills
- Able classroom teacher
- Ability to work effectively as part of a team
- Commitment to upholding the Catholic ethos of St. Michael's School