

**Report to: Line Manager**

<b>Activity</b>	<b>Responsibility</b>
<b>Reporting to</b>	Key Stage Learning Manager (KSLM)
<b>Working Time</b>	195 days per year / Pro rata . Full-time/ Part time, as per Advert
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Plan and prepare lessons in line with subject area programmes of study, using appropriate teaching methods and resources.</li> <li>• Set homework as per the homework timetable.</li> <li>• Contribute to the development of schemes of work and departmental policies</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of learners.</li> <li>• To promote the general progress and well-being of individual learners and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register learners, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of learners and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour management systems so that effective learning can take place.</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Understand and use national, LA and school data (including Fischer Family Trust) in order to assess student and personal performance.</li> <li>• Contribute to Subject Area monitoring of the assessment of student progress and attainment.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Attend and contribute to meetings and discussions about teaching strategies, schemes of work and school and subject area policies.</li> <li>• Provide appropriate information to Subject Leaders, Year Leaders, SENDCO and SLT relating to student progress.</li> </ul>
<b>External Communication</b>	<ul style="list-style-type: none"> <li>• Maintain familiarity with statutory assessment and reporting requirements.</li> <li>• Prepare and present in line with school policy informative reports to parents/carers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend Parents' Evenings and Academic Review days when necessary.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information when required</li> <li>• To complete the relevant documentation to assist in the tracking of learners.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Regularly review own Professional Development and identify training needs</li> <li>• Take part in Teacher Appraisal arrangements</li> <li>• Take part in lesson observations to share good practice.</li> <li>• Train as an accredited mentor</li> <li>• To assist where appropriate the teaching school</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Day, Parents Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Budget/Resources</b>	<ul style="list-style-type: none"> <li>• Assist Subject Leader to: <ul style="list-style-type: none"> <li>➢ Identify resource needs</li> <li>➢ Operate stock control system and an accurate asset register.</li> <li>➢ Maintain an appropriate learning environment with effective displays</li> </ul> </li> <li>• Follow agreed Health and Safety and Safeguarding procedures</li> </ul>

Signed .....

Date .....

## **Person Specification**

### **Qualifications**

QTS status  
Degree Status

### **Teaching Ability**

<b>Preparation of lessons</b>	Always well prepared
<b>Classroom performance</b>	Enthusiastic and energetic
<b>Pupil Progress</b>	Evidenced in results
<b>Marking of work</b>	Always detailed, thorough and positive
<b>Learning environments</b>	Makes extensive use of student's work and display Keeps areas tidy and interesting

### **Relationships**

<b>Extra-curricular</b>	Gives her/his time generously
<b>Disposition</b>	Has a calming influence in times of stress
<b>Relationships with Students</b>	Students respond extremely positively
<b>Co-operation</b>	Can work in a team
<b>Relationships with Colleagues</b>	Held in high regard by colleagues
<b>Managing Conflict</b>	Able to give and receive effective feedback
<b>Conduct</b>	Exercises professional courtesy and judgement

### **Competencies**

<b>Level of ICT</b>	Is competent in the use of ICT to monitor pupil progress
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### **Attendance and Punctuality**

Good attendance record  
Always on time to school and to lessons

### **Catholicity**

Supportive of Catholic Education