



## St Paul's Catholic College

### JOB DESCRIPTION

|                       |                                 |                        |    |
|-----------------------|---------------------------------|------------------------|----|
| <b>POSITION</b>       | <b>Standard Subject Teacher</b> | <b>GRADE</b>           |    |
| <b>DEPARTMENT</b>     | Teaching Staff – Science Dept.  | <b>LOCATION</b>        |    |
| <b>REPORTING TO:</b>  |                                 | <b>RESPONSIBLE FOR</b> |    |
| <b>HOURS PER WEEK</b> | <b>Full time 36</b>             | <b>WEEKS PER ANNUM</b> | 40 |

#### JOB PURPOSE

To contribute to the realisation of the College Mission Statement by developing the students allocated to my care so that they maximise their learning and development both academically and socially

#### MAIN DUTIES AND RESPONSIBILITIES

##### Teaching:

- Prepare and deliver outstanding lessons
- Attend relevant CPD to ensure teaching maintains a high level
- Constantly strive to improve own teaching
- Effectively teach Key Stages 3,4 & 5
- Set Homework and provide developmental feedback in line with School policy
- Promote and enhance the curriculum by contributing to extra-curricular activities

##### Pastoral:

- Support the development of Tutees as effective learners
- Track tutees' progress
- Remove any obstacles to learning (e.g. poor behaviour)
- Comply with Head of Year requirements for tutor time e.g. check uniform, planners etc.
- Prepare Tutor Group to lead assembly as required
- Actively form relationships with parent/carers
- Actively promote our Catholic Ethos and our Mission Statement in the way that you work with colleagues, children and parent/carers

##### Welfare of Students:

- Support development of all students by seeking to promote their enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school
- Be responsible for safeguarding students at the school

**Cultural**

- St Paul's is a culturally diverse learning and working environment and all employees are expected to promote cultural diversity and equality

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

Job Description Approved By...K Oakley.....Date .....28.2.2018.....

Name of the Staff member:

Staff Signature.....(To Acknowledge Receipt of Job Description and Opportunity to Discuss the Matters Contained Within this document)

Date.....