



ST BENET BISCOP  
CATHOLIC ACADEMY

## Job Description

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### Post: Main Scale Classroom Teacher

#### Purpose:

- Provide opportunities for spiritual and moral development through prayer, liturgy and shared experience;
- Encourage a quest for knowledge and use it in the service of others;
- Strive for the highest standards of academic, sporting and artistic achievement;
- Provide a safe, tolerant, stimulating environment where individuals feel valued and their talents encouraged.

#### Reporting to: Subject/Faculty Leader

#### Professional Standards

- Play a full part in the life of the school to promote and sustain the aims and distinctive ethos of the school as defined in the staff code of conduct and school prospectus, modelling its values and mission.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas.
- Take responsibility for personal development and progression, making full use of the school's professional development opportunities and training.
- Attend meetings as appropriate, contributing actively whenever possible.

#### Teaching, Learning and Assessment

- Create a culture of achievement within teaching groups, showing a keen interest in the learning of every student.
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy, ensuring that lessons are based on clear learning outcomes and that all students make effective progress.
- Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility).
- Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible.
- Set work for students absent from lessons in line with the school's policies.
- Ensure that suitably differentiated material and learning pathways are provided to challenge all students at the appropriate level, regardless of their ability.
- Mark and return work (in line with the department's marking and assessment policy), ensuring that assessment is both regular and thorough and that full records of student's work are kept.
- Monitoring and evaluating the work of students.



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### **Form Tutor**

- Build relationships with all students and be available when needed to listen and offer support and encouragement.
- Participate in activities that create social cohesion within the year group.
- Support the spiritual development of students by ensuring daily opportunities for prayer and co-ordinating collective worship.
- Maintain high standards within the Form Class including monitoring attendance, punctuality, uniform, homework records, attitude and behaviour.
- Monitoring student attendance and working with the Head of Progress to improve it.
- Make routine contact with parents in liaison with the Head of Progress.

### **Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development.
- To engage actively in the Appraisal or in the NQT Induction process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.