



## **Ss John Fisher & Thomas More High School**

**Job Title:** Classroom teacher

**Salary Scale:** MPS/UPS

**Responsible to:** Curriculum Leader (as teacher); Progress Leader (as form tutor)

**Responsible for:** The provision of a full and rich learning experience and support for pupils.

**Mission Statement:** *'I have come that they may have life and have it to the full'*

***John 10:10***

Fisher More is a Catholic High School established by the Catholic Community of the Pendle District under the trusteeship of the Salford Diocese to work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at Sixth Form College or other post-sixteen establishment or in the world of employment and training.

We stand for a rich Catholic tradition which is based on the Gospels and in the person and teaching of Jesus who is the fullest expression of mankind.

We recognise and endeavour to serve the needs of all members of the school community - academic, spiritual, moral, social and physical. We acknowledge in particular the needs of those who are disadvantaged in any way.

We value the importance of fostering and developing the potential of each person in justice and equality and in educating each pupil as a whole person, made in the image and likeness of God. We encourage all of them to accept a curriculum, which is challenging of contemporary society and to play their part in it. We believe in the pursuit of excellence, not only in academic studies, but in all that has to do with life.

## **Core Purpose:**

- To fulfil the Professional Standards for a Teacher, in the context of being a teacher as part of a subject or curriculum team and as a form tutor as part of a Year team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils both as a teacher and as a Form tutor, including the personal development dimension.
- To actively contribute to raising standards of pupil progress and attainment.
- To share and support the school's responsibility to provide and mentor opportunities for both personal and academic growth.

## **Principal responsibilities:**

*To meet all requirements as appropriate of the teacher's standards (see attached)*

### **1. Teaching and learning:**

- To teach pupils according to their educational needs, including the setting and marking of differentiated work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual and routes of pupils.
- To ensure that ICT, literacy and numeracy are reflected in the teaching and learning experience of pupils.
- To undertake a designed programme of teaching.
- To ensure a high quality learning experience for all pupils that meets internal and external quality standards.
- To prepare and update subject materials and resources.
- To use a variety of teaching methods which stimulate learning appropriate to pupil needs and demands of the specification.
- To maintain discipline in line with the school's procedures and to encourage good practice with respect to punctuality, behaviour, standards of work and independent study.

### **2. Operational/Strategic planning and quality assurance:**

- To assist in the development of appropriate specifications, resources, SoW, marking policies and teaching strategies in the department.
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient and effective use of physical resources.
- To contribute as appropriate to the Department development Plan and its implementation.
- To plan and prepare SoW as required and lessons.
- To contribute to educational enrichment activities.
- To take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **3. Curriculum provision and development**

- To assist the Curriculum Leader in ensuring that the curriculum provides a range of teaching which complements the school's and departments strategic objectives.
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of the pupils, examining/awarding bodies and our aims and strategic objectives.

#### **4. Staff development, recruitment and well-being:**

- To take part in the school's CPD programme.
- To continue personal development including subject knowledge and teaching methodologies.
- To engage in the appraisal process.
- To ensure the effective and efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relationships in the school.

#### **5. Communications:**

- To communicate effectively with parents of pupils as appropriate.
- Where appropriate or necessary, to communicate and co-operate with bodies outside of school.
- To follow agreed policies for communications in school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Awards Evenings etc.
- To contribute to the development of effective subject links with external agencies.

#### **6. Care, guidance and support:**

- To be a Form Tutor to a group of pupils and to contribute to form time and other form tutor based activities.
- To promote the general progress and well-being of individual pupils and of the form group.
- To liaise with the Year Leader to ensure the effective implementation of all aspects of the pastoral system.
- To register pupils, accompany them to assemblies, whole school and form Masses, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up to date pupil records.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how they may be resolved.
- To communicate with the parents of pupils and with bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- To implement all aspects of the Behaviour for learning policy so the effective learning can take place.

#### **7. General duties:**

- To play a full part in the life of the school community, to support its distinctive nature and ethos and encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teacher's Pay and Conditions Document currently in operation, specifically for the Year 2014-15 or any other subsequent legislation.

#### **Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of a class teacher at Fisher More. Each individual task may not be identified.
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.