



‘SAFER SCHOOL, SAFER CULTURE’

## Cardinal Heenan Catholic High School

“RESPECT, BELIEVE, ACHIEVE.”

### JOB DESCRIPTION

<b>School:</b> Cardinal Heenan Catholic High School	<b>Location:</b> Economics/Business/Computing
<b>Job title:</b> Teacher of Economics with the ability to teach either Business Studies and/or Computer Science	<b>Salary range:</b> MPS

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

<p><b>Job Purpose</b></p> <p>To carry out professional duties and to have responsibility for assigned classes.          To be responsible for the day-to-day work and management of the classes and the safety and welfare of the pupils, during on-site and off-site activities.          To promote the aims and objectives of the school and maintain its philosophy of education.</p>
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<p><b>Main duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• To lead by example and positively support the Catholic ethos of the school</li> <li>• To develop standardised assessments in all key stages to identify current levels of performance, make accurate predictions and set challenging targets</li> <li>• To have responsibility for ensuring a broad, balanced and differentiated curriculum is in place and develop schemes of work to meet the needs of all learners across the key stages</li> <li>• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.</li> <li>• To plan and prepare lessons in order to deliver the appropriate courses as stated by the HOD/Headteacher.</li> <li>• Work and plan collaboratively on a weekly basis or as indicated by the HOD</li> <li>• Mark books on a regular basis ensuring you are following the school policy</li> <li>• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.</li> <li>• Maintaining good order and discipline among pupils in accordance with the policies of the school and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> <li>• Follow the school’s B4L policy ensuring incidents are recorded on IRIS and other management tools.</li> <li>• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.</li> <li>• To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.</li> <li>• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.</li> <li>• To prepare appropriate records and reports for parents and HOD.</li> <li>• To ensure effective use of support staff within the classroom, including parent helpers.</li> </ul>
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- To participate in staff meetings as required. Please note briefing is compulsory.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken via BlueSky.
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors
- Participating in meetings arranged for any of the purposes described above Assessments and Reports
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Staff Development/Training/Reviews/Meetings
- Participating, if required, in any scheme of staff development and performance review.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.