



Part-time Teacher of English Job Description

Job Purpose

- To teach within the school curriculum.
- To impact on the educational progress of students.
- To promote the Catholic ethos of the school.
- To act as a form tutor.
- To maintain Teachers' Standards

Accountabilities and responsibilities

- To be responsible for planning and preparation of courses and lessons.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by students in school or elsewhere.
- To assess, record and report on the development, progress and attainment of students.
- To promote the general progress and well-being of individual students, and groups of students.
- To communicate and consult with the parents of students.
- To contribute in meetings arranged for any of the purposes above.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students or groups of students.
- To manage the work of Learning Support Assistants within their teaching groups.
- To participate in any arrangements within an agreed national framework for Performance Management.
- To review, from time to time, teaching strategies and programmes of work.
- To take responsibility for personal professional development, including participating in any training activities arranged in school, and to continue to work towards successful Threshold application.
- To participate, with other teachers, in the development and preparation of courses of study, teaching materials, teaching programmes and assessment arrangements.
- To participate in meetings at school which relate to the curriculum of the school or the organisation and administrations of the school, including pastoral arrangements.
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- To supervise and so far as practical teach any students where the person timetabled to take the class is not available to do so under STPCD 2018.
- To participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations, recording and reporting such assessments; and participating in arrangements to support students during such examinations.
- To be involved in the preparation and delivery of the Values Programme.
- To support students in all activities relating to their spiritual development e.g. Assemblies, Mass, daily prayers, etc.
- To be responsible for the daily marking of the register and ensuring that all information kept in the register is maintained up to date.



- To make reports on the personal and academic progress of students in their assigned form group.
- To communicate individual student needs to relevant staff.
- To communicate with the parents of students in assigned form groups and co-operate with outside agencies as appropriate in association with the HAL.
- To provide guidance and advice to students on educational and social matters as appropriate including information about the source of more expert advice on specific questions.
- To attend calendared meetings of the relevant Year Group, including Parents' Consultation Evenings.
- To carry out a share of supervisory duties in accordance with published schedules and as directed by the Headteacher to ensure the Health and Safety of all members of the school community.
- To carry out all reasonable duties as directed by the Headteacher.

The above responsibilities are in accordance with the requirements of the School Teachers Pay and Conditions Document (STPCD) 2018 and subsequent Orders in terms of duties and working time, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Teacher of English

Person Specification

Attributes	Essential /Desirable
QTS status	Essential for when taking up post
Able to teach 11-18 at all abilities	Desirable
Degree in English or related subject or industry experience	Essential
Enthusiastic about teaching English, hardworking and able to show initiative	Essential
Committed to support the Catholic ethos of the school	Essential
Willing to work as part of a team	Essential
ICT literate	Essential
Evidence of continuous professional development	Desirable
Shows commitment to whole school ventures and projects	Essential