

CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

TEACHER - MAIN PAY RANGE

1. To plan and prepare courses and lessons and teach according to their education needs pupils assigned to you. To assess, record and report on the progress and attainment of those pupils in accordance with agreed policies.
2. To promote the general progress and well being of individual pupils or group of pupils assigned to you, providing guidance and advice to them, making records and reports as required and communicating with parents and other interested bodies in accordance with school and department policy.
3. To review your own subject expertise, personal teaching methods and programmes of work, maintaining an up-to-date knowledge of available techniques and resources in the subject area(s) you teach and to participate in arrangements for your further training and development as a teacher.
4. To assist colleagues in the preparation and development of departmental courses of study, teaching materials, teaching programmes, methods of teaching, methods of assessment and systems for recording and reporting pupil achievement and progress.
5. To establish constructive working relationships with colleagues and to participate in meetings so as to assist in the development of the curriculum, administration and organisation of the department.
6. To maintain good order and discipline among pupils and maintain their health and safety when they are the responsibility of the school.
7. To participate in arrangements for the preparation of pupils for public examinations and assessment in line with the National Curriculum requirements including arrangements for marking, recording and reporting of work and the supervision required during such examinations.
8. To participate in arrangements associated with aspects of management and administration as described in the School Teachers' Pay and Conditions document.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.