



Teacher Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Job Description for Secondary Teacher

Grade: Emmaus Catholic MAC Teacher Pay Scales
MPS – UPR

Line Manager: Head of Department

Duty Hours: Part time

Job purpose:

To act in accordance with the Teachers Standards, the Policies and Practices of Emmaus Catholic Multi Academy Company and the Directives of the Archdiocese of Birmingham to collaboratively fulfil the vision and mission of “Forming Christ centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.”

This role should be undertaken in accordance with national and local guidance in relation to the role.

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

The post holder has responsibility:

- To contribute to the effective working of the Catholic Multi Academy Company.
- To actively uphold and promote the Catholic Life of the school, it’s ethos and values, including attending Mass, leading prayer and liturgy, participating in Catholic Life events and initiatives.
- To share and support the school’s mission; ‘Called as God’s family we strive to achieve our personal best by living and learning in Christ’.
- To work under the guidance and direction of the Principal, SLT and the Head of Department.
- To carry out the duties of a teacher as set out in the current Teachers’ Standards.
- To ensure high standards of teaching, learning and achievement, efficient use of resources, to monitor student progress and prepare students for internal and public exams.
- To help to maintain the highest expectations of discipline amongst students, in accordance with the school’s Behaviour Policy including providing pastoral care, often in the role of form tutor, while liaising with parents and colleagues to celebrate and support student behaviours, development and wellbeing.
- For the learning and achievement of all students in the class ensuring equality of opportunity for all.

ADDITIONAL DUTIES AND RESPONSIBILITIES

All teachers are required to carry out the duties of a school teacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards. Teachers’ performance will be assessed against the Teacher [Standards](#) as part of the appraisal process as relevant to their role in the school.

SPECIFIC RESPONSIBILITIES

Teaching and Learning

- Exemplify in own practice high quality teaching and ensure that good practice is shared throughout the school, including good classroom management.

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of students' you teach.
- Be aware of students' capabilities, their prior knowledge and plan teaching and adapt appropriately to build on this demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those from all disadvantaged groups including students with special educational needs and disabilities; EAL, below age related literacy, in receipt of the Pupil Premium, Looked after or known to social services and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Ensure appropriate levels of challenge for all students setting aspirations goals and targets including for the most able.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, formative and summative assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all backgrounds, abilities, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of formative and summative assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- To support the purposeful use of ICT to improve teaching, learning and student progress.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and self-discipline using a range of strategies including praise, sanctions and rewards, consistently and fairly, in line with the school systems and policies in place.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out duties as directed and within the remit of the current School Teachers' Pay and Conditions.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures in line with Keeping Children Safe in Education.

Team working and collaboration

- Participate in any relevant meetings/professional learning and development opportunities at the school, which relate to the learners, curriculum or organisation of the school.
- Participate in the Pastoral and Catholic life of the school in the role of tutor or as a member of a pastoral year team and/or teacher of Character, Culture and Formation, including attending assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively, as appropriate.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes, as appropriate.
- Communicate and co-operate with relevant external bodies, as required.
- Make a positive contribution to the wider life and ethos of the school, this might include attending trips and visits, leading extra-curricular clubs or opportunities, leading year group or whole school events such as assemblies, charitable events or activities.

Administration

- Register the attendance of and supervise students, before, during or after school sessions, as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional Learning and Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and professional learning and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Policy and cycle.

Other Duties

- Actively promote the subject within the school community to encourage students' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Create a safe, welcoming environment and take care of the classroom accommodation.
- Ensure resources used are safe, diverse, inclusive and accessible.
- To attend bi-weekly staff briefings.
- To attend all meetings and events as outlined in the directed time calendar.

- Complete AM, Break and PM duties, as required by the Principal.
- GDPR requirements and the Freedom of Information Act.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and GDPR and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

Person Specification

	Essential	Desirable	App	Int
Education and Training				
DfE recognised Qualified Teacher Status .	x		x	
Degree or equivalent qualification.	x		x	
Evidence of Professional Development relevant to the role.	x		x	x
Additional professional and/or academic qualifications. E.g CCRS.		x	x	
Knowledge and Experience				
Experience of teaching across Key Stages.	x		x	
High quality subject knowledge.	x		x	x
Knowledge of current educational theory and pedagogy.	x		x	x
Experience of working with parents and other stakeholders.	x		x	
Evidence of groups of students achieving and making progress in subject(s) taught.	x		x	x
Understanding and/or experience of current developments in the secondary curriculum.	x		x	x
Understanding of current approaches to assessment.	x		x	x
Experience of developing a range of teaching and learning materials to engage and inspire progress.	x		x	x
Knowledge, understanding and the ability to apply adaptive teaching practices to support all learners.	x		x	x
Ability to self-evaluate and improve teaching practice.		x	x	x
Professional Skills				
Ability to liaise with other teaching staff and work in cooperation with colleagues.	x		x	x
Ability to motivate students using a variety of teaching methods and the setting of appropriate goals and monitoring of progress.	x		x	x
Ability to assess, monitor and report on students' progress.	x		x	
Ability to adopt adaptive teaching and learning strategies.	x			x
Ability to use a range of classroom management techniques to inspire learning and engagement.	x			x
Ability to communicate effectively, orally and in writing .	x		x	
Personal Qualities and Attributes				
An ability to relate well with children and adults	x			x
An ability to work as a member of a team	x		x	x
Excellent standards of personal presentation.	x			x
A strong and credible presence – personal profile.	x			x
A “no excuses” disposition towards performance.	x		x	x
Excellent written and spoken English and high standard of numeracy.	x		x	
An ability to adapt information for communication to a range of audiences.	x		x	x
Strengths in communicating with colleagues, individually or in groups.	x		x	
An understanding of the importance of Equality, Diversity and Inclusion.	x			x
Genuine passion and belief in the potential of every student	x		x	x
A commitment to the principles of professional confidentiality.	x			x
To comply with the MACs commitment to the protection and safeguarding of children.	x		x	x
To demonstrate understanding of current safeguarding concerns and practices	x		x	x

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.