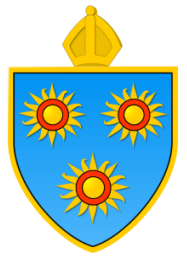


# ST EDMUND'S CATHOLIC SCHOOL

*'A learning community, a faith community, a vibrant, forward looking community'*



## ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION TRAINEE TEACHER

### **Aims of the school:**

To be:

- A learning community
- A faith community
- A vibrant, forward-looking community

### **Job purpose:**

Carrying out the professional duties of a teacher as circumstances may require.

### **Responsible to:**

Head of Department

### **All Staff Responsibilities:**

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

### **Core Purpose and Accountability:**

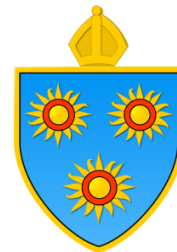
In addition to the statutory conditions of employment of school teachers in England and Wales as set out in School Teachers' Pay and Conditions Document and the contract between Governing Body and teacher certain particular duties can reasonably be required to be exercised and completed in a satisfactory manner.

They are:

- 1 To support the Catholic ethos of the school.
- 2 To be aware of school policies and ensure that they are carried out.
- 3 To attend and participate in Departmental Meetings.
- 4 To keep abreast of recent developments in the subject area especially those relating to GCSE specification.
- 5 To assist with school assemblies and liturgies.
- 6 To play a significant role in the programme of extra-curricular activities.

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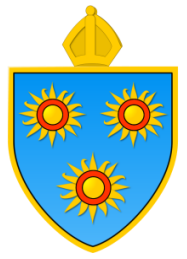
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- 7 To monitor, assess and record students' development, progress and attainment according to departmental and whole school policy.
- 8 To set targets where appropriate for pupils.
- 9 To set and mark students' work regularly and to give positive feedback according to departmental and whole school policy.
- 10 To ensure that students complete the required work in preparation for GCSE examination entry.
- 11 To prepare reports as requested which report the progress of the student in an informative way.
- 12 To implement the policies of the Department and those in the Staff Handbook.
- 13 To manage students' homework ensuring, through a variety of means, that deadlines are met.
- 14 To keep an attendance register for each lesson and follow up as appropriate.
- 15 To participate in the arrangements for performance management, within the agreed national framework for teachers in the school.
- 16 To accept responsibility for ensuring that standards of courtesy and dress, among students are observed at all times.
- 17 To maintain good order and discipline in lessons and to assist in this about the school.
- 18 To participate in INSET made available by the school, relevant to developments within subject area and appropriate to teacher's needs.
- 19 Communicating and consulting with parents/carers of students at Parents'/Carers' Evenings and other occasions when needed.
- 20 Co-operating with Head of Department and departmental colleagues in the preparation and development of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- 21 To attend and participate in meetings and other activities both within and outside school as negotiated with the Head of Department and Academy Principal.

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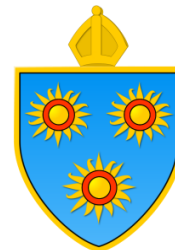
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- 22 Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people. Know the local arrangements concerning the safeguarding of children and young people. Know how to identify potential child abuse or neglect and follow safeguarding procedures. Know how to identify and support children and young people whose progress, development or well-being is affected by changes of difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
- 23 Performing in accordance with any directions which may be given her/him by the Academy Principal from time to time, such particular duties as may reasonably be assigned to her/him.

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## ST EDMUND'S CATHOLIC SCHOOL PERSON SPECIFICATION TRAINEE TEACHER

Criteria	Standard	Essential/Desirable
1. Specialist Knowledge & Qualifications	<ul style="list-style-type: none"> <li>Degree in a relevant discipline</li> <li>ICT skills that reflect the impact of technology on today's classrooms</li> <li>Experience of dealing sensitively with pastoral issues</li> </ul>	E
2. Organisation & Planning	<ul style="list-style-type: none"> <li>Experience of managing a heavy workload and conflicting priorities to deadlines</li> </ul>	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> <li>Experience of resolving problems by assessing situation and using judgement for best course of action</li> <li>Experience of using initiative and working independently</li> <li>Experience of staying calm under pressure</li> </ul>	E
4. Communication	<ul style="list-style-type: none"> <li>Excellent communication skills with ability to use clear language to communicate information unambiguously</li> </ul>	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> <li>Experience of motivating and inspiring others</li> <li>Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>Experience of working effectively as part of a team</li> <li>Demonstrate a commitment to equality</li> <li>A "can do" approach to teaching with a passion for raising standards</li> </ul>	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> <li>Experience of adapting effectively to changing situations</li> <li>Willing to work flexibly to meet business needs</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to contribute to extra-curricular activities within and outside own subject area</li> </ul>	D
7. Safeguarding	<ul style="list-style-type: none"> <li>Understanding of safeguarding / child protection procedures</li> </ul>	E
8. Other	<ul style="list-style-type: none"> <li>Commitment to the school's aims, ethos and vision</li> </ul>	E