

ALL HALLOWS RC HIGH SCHOOL

Post title:	Standard Scale Teacher of Business Studies and IT
Responsible to:	Head of Department
Function:	To teach within the department, and undertake other teaching duties as required by the Head Teacher

General Duties:

1. To plan and prepare lessons, teach pupils as assigned, including the setting and marking of work.
2. To assess, record and report on the progress and attainment of pupils, in line with department and school policy.
3. To promote the general progress and well-being of individual pupils and provide guidance and advice as necessary.
4. To communicate and consult with parents of pupils and with other appropriate persons and bodies outside the school, as appropriate.
5. To participate in meetings arranged for any of the purposes described above, within the school's directed time schedule.
6. To provide or contribute oral or written assessments, reports and references as required for individual pupils.
7. To review his/her methods of teaching and to participate in arrangements for further training.
8. To maintain good order and discipline among pupils, safeguarding their health and safety both on and off the school site when engaged in authorised activities.
9. To attend staff meetings which relate to curricular, guidance, administrative and organisational issues.
10. To supervise and, so far as practicable, teach pupils whose teacher is not available, in accordance with agreed procedures at school and national level.
11. To prepare pupils for public examinations and to participate in all necessary routines associated with them, whether authorised by the school or the examination boards.
12. To fully engage in systems that are put in place in order to track pupils progress and address underachievement.

13. To attend assemblies and to register the attendance of pupils in accordance with school policy.
14. To participate in administrative and organisational tasks related to the duties described above.
15. To assist the Head of Department in the organisation and administration of department meetings and training.
16. To deliver work compatible with Key Stage 3 and Key Stage 4 of the National Curriculum in all of its aspects, subject to the policy of the school.
17. To participate in agreed schemes of teacher performance management, to include all aspects of in-service training in liaison with the school professional tutor.
18. To contribute to curriculum development within the Department.
19. To provide differentiated experiences within lessons.
20. To set and mark homework on a regular basis in line with school and departmental policy.
21. To contribute to the effective development of a departmental resource bank of materials.
22. To be accountable for all resources within your teaching base and used by students in your charge.
23. To attend staff development as agreed with the Head of Department.
24. To be accountable for a tutor group of pupils within the school.
25. To contribute to the effective running of the school through break and lunch-time supervision.
26. To undertake all such duties as may be requested by the Head Teacher in accordance with the prevailing Teachers' Pay and Conditions Act, and local agreements.
27. To take an active role in the promotion and implementation of cross-curricular enterprise activities and extra-curricular activities.
28. Promote and uphold the Catholic ethos and values of the school and to participate in activities (such as form group prayers and assemblies) that contribute to this Catholic ethos.