



Teacher Job Profile

Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. The school opened in September 2003 with 150 pupils in Year 7, and grew year on year until reaching full capacity in 2009. There are now 950 pupils on roll, including approximately 200 in the Sixth Form.

This job profile reflects the vision, aims and policies established by the School's Governing Body.

This job profile recognises the requirements of the current Teachers' Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governing Body.

Job Purpose

To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.

To teach subject(s) of the school curriculum in order to promote effective learning for all pupils.

To contribute to the spiritual, moral, social and cultural development of all pupils in the school.

To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

Accountable to

for line management and appraisal Curriculum Team Leader

Key Tasks and Responsibilities

- **Core Purpose**
 - a) To plan and assess pupils' learning using knowledge of school policies, schemes of work, National Curriculum requirements and examination specifications for the relevant curriculum subjects.
 - b) To have regard to all school and departmental policies to ensure the health and safety of pupils and staff.
 - c) All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

- **Teaching and Learning**
 - a) Using knowledge of school policies and National Curriculum and examination specification requirements, to plan differentiated work to meet the needs of individuals and groups, promoting progression, continuity and quality learning.
 - b) Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
 - c) Use a variety of suitable teaching and learning styles and communicate clear learning objectives and expectations.

- d) Use knowledge of the school's Special Educational Needs Register to plan appropriately for pupils with SEN.
 - e) To ensure that pupils are given the opportunity to use appropriate Information and Communications Technology and that such use is assessed and recorded.
 - f) To track pupil progress and achievement in the subject(s), providing support and guidance where necessary to enable individuals to set targets for future improvement, as well as offering praise, encouragement and reward as appropriate.
 - g) Use interests, skills and expertise to enhance the extra-curricular and enrichment provision for pupils.
- **Team working and collaboration**
 - a) To manage pupil behaviour through careful planning, taking into account the personal, social and emotional needs of pupils.
 - b) To work as a member of a team, attending meetings, planning co-operatively and sharing ideas, information and expertise.
 - c) Establish good relationships with parents and external agencies through clear, unambiguous communication, in order to promote pupils' learning and development.
 - d) To establish and maintain a positive regard for all pupils.
- **Awareness of Financial and Physical Resources**
 - a) To organise and maintain a stimulating working environment appropriate for the range of activities taking place.
 - b) To take responsibility for resources and the environment.
 - c) To ensure that resources are organised and readily available to promote learning.
 - d) To support the establishment and maintenance of attractive displays of pupils' work, both within classrooms and other designated areas of the school.
- **Evaluation and Quality**
 - a) To monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
 - b) To keep records of pupils' progress and report achievements in line with school policy and statutory requirements.
 - c) To participate in the Performance Management process as directed by the Headteacher.
- **Administration**
 - a) To maintain records and carry out procedures to satisfy all school policies.
 - b) To ensure that appropriate work is set for pupils during any absence from school, where possible.