Beaulieu
Convent School Jersey

Where young minds thrive

Beaulieu, as a community centred in Christ, seeks to develop the talents of each person

JOB DESCRIPTION

Title: Main Scale Teacher
Accountable to: Head of Department/Head of School

Forward:	Beaulieu is a caring educational community where each student is welcomed and valued. This Catholic school provides a Christian environment in which opportunities are offered to each student to develop her talents to the full
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students within the designated curriculum areas. • To be accountable for student progress and development within the teaching groups allocated. • To deploy and manage effectively any Support Staff and physical resources in the classroom. • To monitor and support the overall progress and development of students both as a teacher and as a Mentor, • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the School's responsibility to provide and monitor opportunities for personal, moral, spiritual and academic growth as stated in our Aims and envisaged in the Mission Statement.

MAIN DUTIES

Operational Strategic Planning

- To assist in the development of schemes of work, resources, marking and assessment policies and teaching strategies within designated curriculum areas.
- To plan and prepare units, modules and lessons in accordance with the subject area's policies.
- To maintain appropriate records and to provide up to date information on matters such as student progress, attainment, attendance when requested.
- To contribute to the development and progress of the subject area including its policies, practices, procedures and most importantly to its improvement plan and its implementation.
- To implement School policies and procedures, e.g. those relating to equality of opportunity and behaviour management.
- In conjunction with the Learning Support Manager and Learning Support staff to ensure the implementation of I.E.P.s and other specific plans for students.
- To ensure that Health and Safety policies and practices, including risk assessments, are observed and to liaise with the School's Health and Safety Coordinator where necessary.

Curriculum Provision and Development

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.
- To keep up to date with national developments in the subject area and how they might affect student learning and teaching methodologies.
- To ensure awareness of all procedures related to examination requirements including documentation, deadlines, moderation etc.
- To assist in the process of curriculum development to ensure its continued relevance to the needs of students, examining and awarding bodies and the School's aims, objectives and Mission Statement.
- To attend designated meetings related to the responsibilities and developments of the subject.

Staffing and Staff Development

- To take part in the School's staff development programme through participation in arrangements for further training and professional development.
- To continue personal professional development in relevant areas especially with regard to subject knowledge and teaching methods.
- To engage in the Annual Review process and the setting of professional development objectives.
- To work effectively with technicians and Teaching Assistants as appropriate.
- To work as a member of designated teams to build on achievement and success and to contribute positively to effective working relationships within the subject and tutor teams and within the School.

Teaching, Learning and Student Achievement

- To teach students according to their educational needs, including the setting and marking of students' school work and homework.
- To evaluate regularly the quality and effectiveness of teaching and learning and contribute positively to the Annual Review and lesson observation procedures.
- To contribute positively to discussion and to share good practice in relation to teaching and learning in order to enhance the quality of provision and to promote student achievement.
- To implement the personalised learning agenda in the teaching of the subject.
- To set clear targets for student achievement, to evaluate them and ensure that appropriate action is taken so that they are met or even exceeded.
- To assess record and report on attainment, progress, development and attendance of students, keeping such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that Literacy, Numeracy, I.C.T. and subject specialisms are reflected in the teaching / learning experiences of students as appropriate.
- To undertake a designated programme of teaching.
- To work closely with the Learning Support Manager and Learning Support staff to ensure that the needs and interests of those students with Statements and I.E.P.s are catered for effectively.
- To prepare and update subject materials and resources.
- To use a variety of delivery methods, giving opportunities to students' to use their preferred learning styles, so that learning is stimulated and the needs of the students are met and the demands of the syllabus fulfilled.
- To manage behaviour and maintain discipline in accordance with the School's procedures.
- To encourage good practice among students with regard to punctuality, behaviour, standards of schoolwork and homework and uniform.
- To undertake assessment of students as required by external examination bodies, and departmental and School procedures.
- To mark, grade and give written and oral diagnostic feedback to students, enabling them to build on their learning.
- To monitor progress and use data to set challenging targets for each student to enhance achievement, progress and self-esteem.
- To analyse data to identify where changes might be made to improve teaching.

Communications

- To undertake regular, effective communications with colleagues, parents and, where appropriate, external agencies to promote the best interests of the student.
- To follow agreed procedures for such communications
- To take part in activities such as Parents' Consultation Evenings, Opportunities Evenings and, where relevant, liaison meetings with feeder primary schools or institutions of F.E.
- To contribute to the development of effective subject links with other institutions where appropriate

Management of Resources

- To assist the Head of Department to identify resource needs and to contribute to the allocation and efficient, effective use of physical resources.
- To cooperate with other staff to ensure sharing and effective use of resources to the benefit of the students, Department and School

Pastoral Welfare

- To act as a Class Teacher (Primary) or Mentor (Secondary) and to carry out the duties associated with that role.
- To ensure that the Daily Prayer and Reflection takes place on those days when the Mentor group is not at assembly (Secondary). This, together with active encouragement to students to follow the example of Christ, and their engagement in the range of charitable fundraising activities fosters the realisation of our Mission Statement.
- To be responsible for the general progress and well-being of students within the Class Teacher/Mentor group and to promote the values and aspirations entailed to all students within the School with whom the teacher comes into contact.
- To celebrate the achievement, successes and contributions of the Class Teacher/Mentor group.
- To liaise with those staff with pastoral responsibilities to ensure the implementation of the School's policies and procedures.
- To attend designated meetings/training related to the teacher's responsibilities as Class Teacher/Mentor.
- To register students, monitor their adherence to the School's expectations regarding uniform, encourage punctuality and full attendance at all lessons and their participation in other aspects of school life.
- To monitor and evaluate the progress of students and to keep up-to-date student records as required.
- To contribute to the preparation of Action Plans, progress files and any other necessary reports.
- To alert appropriate staff to problems experienced by students and, if appropriate, to make recommendations to help solve them.
- To communicate with parents of students in the teacher's own form when there is concern over learning, behaviour or commitment.
- To communicate the successes of students to their parents.
- To communicate as appropriate, and after consultation with the relevant School staff, with parents of students and with external agencies concerned with the welfare of individual students.
- To contribute to the teaching of P.S.H.E.E. and Citizenship.
- To ensure the School policies on the Code of Conduct, Uniform, Rewards and Sanctions and Behaviour Management are implemented within the classroom so that effective teaching and learning can take place and the teacher and students can enjoy the satisfaction of making good progress.

Additional Duties

- To undertake any other duty as specified by Jersey Teachers Agreed Terms & Conditions. not included in the above.
- Every effort has been made to explain the main duties and responsibilities of the post, but each individual task required may not be identified.
- Staff will be expected to comply with any reasonable request from Senior Management to undertake work of a similar level that is not specified in this job description.
- The staff is expected to be smartly dressed, courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for employment opportunities to disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Note
This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School/Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

This Job Description should be read in conjunction with the latest 'Teachers Terms and Conditions of Service' document produced by DfESC.

The Directors expect all teachers to support the values of a Catholic School as expressed in the school's Mission Statement and Trust Deed of the School.

SIGNATURE:_____ Date:_____
Jobholder

SIGNATURE: _____ Date: _____
Head of School