

At Mount St Mary's College we seek, for the greater glory of God, to achieve an improvement in living and learning for our pupils, forming them into men and women for others who will use their education to contribute to the common good. All teachers contribute to this by their example, in their teaching and through the pastoral care of all pupils

### Teacher Job Outline:

Teachers make the safety, wellbeing and education of their pupils their key concerns, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Key Competencies:

- Instructional delivery
- Classroom management
- Formative assessment
- Personal competencies (soft skills)
- Drive for improvement

### Key Responsibilities / Accountabilities:

- Work towards achieving the School's aim and objectives as set out in its mission statement.
- Support the School's Catholic, Jesuit ethos.
- Teach across all age and ability ranges and contribute to the school's enrichment and activities programme in line with the MSM Teaching Standards (Appendix 1).
- Take a full and active role in the pastoral care of the pupils acting as a form tutor if required.
- Adherence with the School's Health & Safety Policy and contributing to the maintenance of the physical environment to facilitate learning.

### Attitudes and Qualities:

- Committed individual with an interest in Jesuit education
- Enthusiasm for working with pupils and an ability to relate and inspire them
- Positive and flexible approach to working with others
- Ability to take initiative
- Self-motivation and imagination
- Strong sense of responsibility

### Skills and Knowledge:

- Inclusion and engagement strategies
- Curriculum and assessment
- Report writing and record keeping
- Safeguarding within a school setting
- Strong organisational skills
- Communication
- IT literate

### Specific Lead Teacher Job Outline:

In addition to the role of Teacher, a Lead Teacher is responsible for a subject area in which they deliver all, or a substantial majority of the lessons themselves.

### Additional key Competencies of a Lead Teacher:

- Analysis and planning
- Impact and influence

#### Additional key Responsibilities / Accountabilities for a Lead Teacher:

- Development of the curriculum for their subject area.
- Ensuring the provision of resources for the curriculum e.g. Curriculum map, schemes of work/critical content.
- Providing information in a timely and appropriate fashion for analysis of pupil data.
- The results in their subject area.
- Providing input to the faculty budget.

#### Specific Head of Subject Job Outline:

In addition to the role of Teacher a Head of Subject is responsible for a subject area which is taught at both GCSE and A-level and which is compulsory up to GCSE OR which has a substantial extra-curricular commitment which requires substantial input outside of the normal activities programme AND/OR has responsibility for supporting one teacher who teaches more than 0.5 of a timetable in your subject area or usually more than 3 teachers in the subject area (including the Head of Subject).

#### Additional key Competencies of a Head of Subject:

- Analysis and planning
- Impact and influence
- Challenge and support of colleagues
- Developing potential of colleagues

#### Additional key Responsibilities / Accountabilities for a Head of Subject:

- The development of the curriculum for their subject area.
- Ensuring provision of resources for curriculum e.g. Curriculum map, schemes of work/critical content.
- Providing information in a timely and appropriate fashion for analysis of pupil data.
- The results in their subject area.
- Contributing to the performance management of teachers within their subject area by participation in lesson observation, work scrutiny and appropriate management conversations.
- Providing input to the faculty budget.

This list is not exhaustive, and you may be assigned additional responsibilities reasonably required, to deliver aims of the School.

This document will be reviewed periodically and is subject to modifications where appropriate.