

Blessed Hugh Faringdon Catholic School

Job description

Post Held

Teacher in Charge

Reporting to

Assistant Headteacher

Main Purpose of the Job

- To ensure that all staff within the subject provide high-quality teaching and learning that supports students to make as much progress as possible.

Main Duties

- To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the subject.
- To audit and plan the curriculum provision and enrichment within the subject.
- To identify areas for improvement within the subject and contribute to whole-school self-evaluation and improvement planning.
- To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.
- To contribute to the appointment of staff to the subject.
- To deploy teaching and support staff within the subject.
- To line manage and appraise the subject technician.
- To manage a budget and oversee effective allocation of material resources within the subject.
- To ensure that teaching and learning within the subject is of a consistently high standard and provides challenge and engagement.
- To create, review and update effective schemes of work and learning journeys for all key stages which support the highest quality teaching and enable progression for all students.
- To support in observing and analysing classroom practice, offering targeted support when necessary in line with whole school procedures.
- To develop students' communication, literacy and numeracy skills.
- To keep abreast of new curriculum thinking and examination specifications.
- To promote extra-curricular opportunities to extend learning beyond the classroom.
- To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy.
- To lead the implementation of intervention strategies to ensure outstanding progress for all students.
- To role model outstanding classroom practice.
- To inspire and motivate staff within the subject and develop a cohesive team.
- To promote collaborative working within the subject and with other subject areas.
- To attend regular line management meetings with line manager and take required actions on a timely basis.
- To support in meetings ensuring the focus is on the improvement of Teaching and Learning.
- To attend parent / information evenings in line with the role.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the students through personal presentation, professional conduct.
- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with students and parents.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headteacher may reasonably direct.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Assistant Headteacher in consultation with the postholder.