

**OUR LADY'S CATHOLIC HIGH SCHOOL**  
**A National Teaching School**

**JOB DESCRIPTION**

**TEACHER OF DESIGN AND TECHNOLOGY**

**1. Job Purpose and Accountability**

Teachers at Our Lady's Catholic High School have a prime responsibility to promote the core principles of the school as a Catholic Christian community. In supporting the Catholic ethos of our school one of their prime duties is to manage prayer at the start and end of the day.

They are effective professionals who are thorough in their curricular knowledge, teach and assess effectively, take responsibility for their professional development and have students who achieve well. (Ref TTA). The purpose of the teachers' job is to facilitate and encourage learning which enables students to achieve high standards; to share the corporate responsibility for the well-being, education and discipline of all students. (Ref HayGroup)

The Key Leadership Behaviours which contribute to success at this level are:

<b>Self Awareness</b> Emotional Self-Awareness* Accurate Self-Assessment* Self-Confidence	<b>Social Awareness</b> Empathy Organisational Awareness* Service Awareness*
<b>Self Management</b> Emotional Self-Control* Transparency* Adaptability Achievement orientation Initiative Optimism*	<b>Relationship Management</b> Developing Others* Inspirational Leadership Change Catalyst Influence Conflict Management* Teamwork and collaboration

Ref The Emotional Intelligence Model developed by Daniel Goleman/Hay Group

\* Research into teacher effectiveness (Hay McBer 2001) indicated levels in each Emotional Intelligence competency for Main Professional Grade teachers

1. All staff are ultimately responsible to the Headteacher.
2. Your immediate responsibility in respect of General Professional Duties is to Mrs Victoria Smith, Principal Teacher of Design and Technology.
3. Your immediate responsibility in respect of Form Tutor Duties is your Learning Manager.
4. You are responsible for the teaching groups and the Form Group assigned to you.

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**2. GENERIC – TEACHER**

**General Professional Duties:**

**2.1 Principle**

2.1.1 to promote Our Lady's Mission Statement and to carry out the professional duties of a teacher as circumstance may require, implementing the policies of the school which underpin good practice and the raising of standards

2.1.2 to play a professional part in the development of the school and take a positive approach in the raising of standards, pupil achievement and development of the learning environment

**2.2 Particular Duties:**

2.2.1 to perform in accordance with any directions which you may reasonably be given by the head teacher from time to time, such particular duties as may reasonably be assigned to you

**2.3 Teaching**

2.3.1 to plan and prepare courses and lessons

2.3.2 to teach the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere

2.3.3 to promote the general progress and well-being of individual pupils and of any class or group of pupils assigned and the development of Our Lady's as a Catholic Christian community

2.3.4 to insist on high standards of behaviour, uniform and appearance

2.3.5 to insist on high standards of punctuality

2.3.6 to check the attendance of pupils at each lesson, keep a register and follow-up any absences which cause concern

**2.4 Assessments and Reports**

2.4.1 to assess, record and report on the development, progress and attainment of pupils to communicate and consult with the parents of pupils, consulting with Principal Teachers as appropriate

2.4.2 to communicate and co-operate with persons or bodies outside the school, consulting with Principal Teachers as appropriate

2.4.3 to provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils as appropriate

**2.5 Appraisal**

2.5.2 to participate in arrangements made in accordance with regulations for the appraisal of performance and that of other teachers

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**2.6 Review Induction Further Training and Development**

2.6.1 to review from time to time methods of teaching and programmes of work, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

2.6.2 to participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements in the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for his supervision and training

**2.7 Educational Methods**

2.7.1 to advise on and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

**2.8 Discipline, Health and Safety**

2.8.1 to maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

2.8.2 to encourage a clean environment in the Department and generally in school

**2.9 Staff Meetings**

2.9.1 to participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

**2.10 Cover**

2.10.1 to supervise and so far as practicable teach any pupils whose teacher is not available to teach them in accordance with the provisions of our Rarely Cover Policy.

**2.11 Public Examinations**

2.11.1 to participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; to record and report such assessments; and to participate in arrangements for pupils' presentation for such examinations.

**2.12 Management**

2.12.1 to contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations

2.12.2 to assist the Headteacher in carrying out threshold assessments of other teachers for whom he has management responsibility

2.12.3 to co-ordinate or manage the work of other staff

2.12.4 to take such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of

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the school

**2.13 Administration**

2.13.1 to participate in administrative and organisational tasks related to such duties described above, including the direction or supervision of persons providing support for the teachers in the school

2.13.2 the first bullet point above does not require you routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement

2.13.3 without prejudice to the generality of the second bullet point above Annex 5 of the School teachers' Pay and Conditions Document 2004 contains a list of Administrative and Clerical tasks falling within the scope of that bullet point

2.13.4 to attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions

2.13.5 to ensure that necessary information is relayed to pupils as appropriate

2.13.6 to ensure that necessary information is relayed to Principal Teachers as appropriate

2.13.7 to contribute to the organisation of tasks specific to the Department

**2.14 Working Time**

2.14.1 to be available for work for 195 days in any school year, of which 190 days shall be days on which you shall be required to teach pupils in addition to carrying out other duties (those 195 days shall be specified by the head teacher)

2.14.2 to be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work under this contract you will not be required to undertake midday supervision and you will be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm.

2.14.3 in addition to the requirements set out in the first two bullet points above you are required to be available to work such reasonable additional hours as may be needed to enable you to discharge effectively professional duties in accordance with the provisions in the conditions of employment, School Teachers' Pay and Conditions and any appropriate local agreement. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

**3. GENERIC – POST OF ADDITIONAL RESPONSIBILITY**

Not applicable

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**4. SPECIFIC DUTIES**

- 4.1 To teach according to the Design and Technology curriculum, as required by your timetable
- 4.2 To be responsible for fulfilling the requirements of the agreed syllabus for Design and Technology and for carrying out examination course requirements at KS4
- 4.3 To participate in the creation of schemes of work and the development of the Design and Technology curriculum
- 4.4 To be responsible for the secure return of all equipment and materials to the appropriate place and to be responsible for issuing books to your classes and monitoring their condition and safe return to the department store

**Note**

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.