

TRINITY CATHOLIC HIGH SCHOOL (Science and Sports College)



Headmaster: Dr P Doherty OBE
Location: Mornington Road, Woodford Green, Essex, IG8 OTP
Telephone: 020 8504 3419
Website: <https://tchs.uk.net>



JOB DESCRIPTION – TEACHER OF HOME ECONOMICS (Part-Time)

| | |
|---|---|
| Purpose | <p>At Trinity, all teachers will:</p> <ol style="list-style-type: none"> 1. Assist the Headmaster in maintaining the Catholic Ethos of our school and support the development of the liturgical life of Trinity Catholic High School. 2. Fulfil the expectations and professional responsibilities of a teacher, as set out in the DfE Teachers' Standards document. 3. Make the education of pupils your first concern. 4. Be accountable for pupils' attainment, progress and outcomes. 5. Sustain the highest possible standards in teaching and professional conduct. 6. To provide outstanding teaching so that high levels of attainment are secured from all student groups. 7. Ensure that all school policies, procedures and practices are consistently implemented. In particular, those relating to Health and Safety, inclusion and equal opportunity of staff, student and visitors to our school. |
| Responsibilities (Teaching and Learning) | <ol style="list-style-type: none"> 1. Responsible to the Headmaster, SMT and the Head of Department. 2. To be an outstanding classroom practitioner by consistently planning and delivering outstanding lessons that will allow stimulating and enjoyable learning to take place. 3. Secure strong subject knowledge and keep your teaching skills up to date. 4. Set high expectations which inspire, motivate and challenge pupils. 5. Adapt teaching to respond to the strengths and needs of all pupils. 6. Make accurate and productive use of assessment. 7. Contribute to the development of policies and Schemes of Learning as requested. 8. Ensure that the school's quality assurance procedures are followed. 9. Mark, assess and report on pupils' achievement and maintain accurate records as stated in our school's policies. 10. Maintain an orderly classroom environment including neat storage and learning centred display. 11. Meet deadlines for reports, marking, submission of assignments and assessment data. 12. Prepare pupils for examinations and take part in moderation or standardisation exercises as required by the school or the examination boards. 13. Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence. 14. Ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times. 15. To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues. 16. To participate in the programme of after school revision classes according to department requirements. 17. To ensure the effective and efficient deployment of classroom support. 18. To complete reports to parents/carers on students' attainment and progress in line with the school's procedures. 19. To provide students with regular "formative" feedback to help them raise their attainment. 20. Set high expectations for all students and promote the development of student resilience, confidence and intellectual curiosity. 21. Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly. |

| | |
|---|---|
| | 22. To attend all evenings (where relevant) that are held, to inform parents of school provision, intervention, student progress or pastoral care. |
| Responsibilities (Pastoral) | <ol style="list-style-type: none"> 1. Act as a Form Tutor and carry out all of the responsibilities linked with that role. 2. To support with monitoring student punctuality, behaviour and attendance in lessons and ensure that follow-up procedures are put in place to help raise and sustain high standards. 3. Forge positive professional relationships with pupils, their parents and other professionals. 4. To effectively manage students' behaviour (inside and outside the classroom) contributing to the development of a positive and harmonious learning environment within the school. |
| CPD | <ol style="list-style-type: none"> 1. To participate fully in the curriculum development of the department, for example, updating existing units of work and developing new ones as requested by the Head of Department. 2. To keep up to date with national developments related to your subject area. 3. To engage actively in the performance management review process. 4. To remain fully informed and show an awareness of local and national changes in education policy and practice. 5. To offer training that will support the continuous professional development of staff across the school 6. To assist other curriculum leaders in their pursuit of outstanding practice in their own area. |
| Safeguarding | <ol style="list-style-type: none"> 1. To undertake safeguarding training every year and uphold the principles of the "Keeping Children Safe in Education" document as well as the whole school Safeguarding policy. 2. Responsible for safeguarding and promoting the welfare of children/young adults. 3. To be familiar with the procedures for reporting safeguarding concerns on CPOMS. 4. Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person. |
| Catholic Ethos | <ol style="list-style-type: none"> 1. To contribute to the maintenance and development of the school's Ethos and Vision. 2. To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example. 3. To foster positive relationships across the school and in the catholic community. |
| <p>These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.</p> | |