



**TRINITY CATHOLIC HIGH SCHOOL
(Science and Sports College)**

Chairman of Governors: Mrs M Bishop

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

**Teacher of Psychology & Sociology
Job Description**

- To teach across the age and ability range as necessary and as requested by the Head of Department.
- To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
- 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.
- To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on Department network registers are maintained up to date.
- To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
- To be familiar with the department and school handbooks, ensuring that all procedures are followed, in particular that work is set for classes missed through absence and that this work is phoned in to the Head of Department.
- To participate in the programme of after school revision classes according to department requirements.
- To be responsible for the maintenance of subject displays in a designated classroom or area.
- To undertake any reasonable task relating to the department, for example assisting in the writing of internal examinations, as requested by the Head of Department.
- To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress.
- To follow classroom management documents and school policy documents on all matters.
- To be responsible for the safeguarding and promoting the welfare of children/young adults.
- Under the reasonable direction of the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted.
- To keep up to date with national developments related to the subject area.
- To ensure the effective, efficient deployment of classroom support.
- To monitor student attendance and progress and performance in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To assist in the use of analysis and evaluation of performance data.
- To support the Head of Department in all matters of quality assurance.
- 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.
- To engage actively in the performance management review process.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PRE, Citizenship, ICT as required.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To comply fully with the school's Health and Safety Policy.
- To undertake any reasonable task as directed by the Headmaster or Line Manager.