

Teacher - Job Description

The Archbishop's Minor Seminary – Secondary Section

Overall Functions

- To teach, guide and form students in line with the National Curriculum Framework, inspired by the mission and values of the Archbishop's Seminary.
- To cater for the educational, moral, and spiritual development of students, respecting their individual abilities, needs, and potential, under the guidance of the Head of School or designated senior staff.

Main Responsibilities

- To plan, prepare and deliver lessons that challenge, support and engage all students in one's care.
- To adapt teaching methods and materials to accommodate diverse learning styles and attainment levels.
- To contribute actively to the implementation of the School Development Plan (SDP) and to the Seminary's holistic educational mission.
- To assign, assess, and provide constructive feedback on student work in a timely and professional manner.
- To monitor, document and report on students' academic progress, behaviour, and overall development.
- To support and participate in whole-school assessment processes and reporting mechanisms.
- To promote the academic, social, emotional and spiritual wellbeing of each student or group entrusted to the teacher.
- To offer academic guidance, moral support, and career orientation in accordance with the Seminary's values.
- To foster a collaborative relationship with parents/guardians and the wider school community in support of students' best interests.



- To engage in ongoing professional reflection, development and evaluation of teaching strategies in line with national and school priorities.
- To collaborate with the Senior Leadership Team, Heads of Department and colleagues in curricular planning, resource development, assessment strategies and pastoral care.
- To maintain the highest standards of professional practice, integrity and teaching quality, including peer review and subject-specific professional dialogue.
- To participate in CPD sessions and any in-service training aimed at personal and professional growth.
- To uphold discipline and ensure the safety, dignity, and wellbeing of all students.
- To participate in staff meetings, pastoral and academic briefings, and curricular coordination meetings as required.
- To support the induction and mentoring of new or trainee teachers under the guidance of the Head of School.
- To liaise with designated staff regarding procurement, classroom needs and the effective use of teaching resources.
- To take responsibility for the care, appropriate use, and regular maintenance of any classroom or subject-specific equipment.
- To participate in and support school-wide events, liturgical celebrations, assemblies and Seminary activities in alignment with the school's Catholic identity.
- To maintain accurate records of student attendance and actively support the school's attendance policy.
- To contribute positively to the good order and smooth operation of the school community.
- To foster a culture of reflection, service, and academic excellence, modelling the values upheld by the Seminary.

Inclusive Education and Support

- To actively support and contribute to the educational journey of students with individual educational needs (IEN).
- To collaborate closely with Learning Support Educators (LSEs) in the planning, delivery, and review of educational programmes.
- To attend and contribute to MAPs, IEPs and ITP meetings as required, ensuring adaptation and support strategies are effectively in place.



- To ensure resources and lesson planning are communicated in advance to LSEs for preparation of differentiated materials.
- To keep in regular contact with LSEs and, where necessary, maintain a communication log or contact book, especially for students with significant communication difficulties.
- To liaise and work collaboratively with specialist staff, resource teachers, and allied professionals in support of statemented students.

Use of Technology and Innovation

- To integrate audiovisual tools, assistive technologies and digital platforms in teaching and learning, as appropriate.
- To encourage student engagement in cross-curricular, local and international projects (including Erasmus+ or other EU programmes), in line with the School Development Plan and as agreed by the Senior Leadership Team.

Ethical and Professional Conduct

- To abide by the Teachers' Code of Ethics and Practice as established by the Council for the Teaching Profession, ensuring that all professional actions are guided by integrity, respect, confidentiality, and a commitment to student welfare.
- To act as a role model for students, upholding the moral and ethical values of the Seminary and the wider Catholic tradition.
- To demonstrate professionalism in conduct, attire, and communication within and beyond the school community.
- To respect the dignity and individuality of every student, colleague, and parent, fostering an inclusive, respectful, and collaborative learning environment.

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