

ANNEX A

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Job Description – Teacher

1. Overall Functions

The duties and responsibilities of a Teacher shall include the following:

- 1.1. Teach and educate students in accordance with the National Curriculum Framework, the ethos and educational philosophy of The Archbishop's Seminary, and the policies and directives of the Church Schools Sector.
- 1.2. Plan, prepare and deliver high-quality learning experiences that meet the educational needs, abilities and potential of every student entrusted to his or her care.
- 1.3. Promote the holistic development of students by fostering academic excellence, personal growth, responsible citizenship and Gospel values.

2. Main Responsibilities

A Teacher shall be expected to:

2.1. Teaching and Learning

- Plan, prepare and deliver engaging, inclusive and effective lessons.
- Teach according to the educational needs, abilities and achievement levels of individual students and groups of students.
- Prepare schemes of work and lesson resources appropriate to the curriculum.
- Assign, assess, correct and provide constructive feedback on students' work.
- Assess, record and report on students' academic progress, behaviour and personal development.
- Prepare oral and written reports, references and assessments as required.
- Promote high standards of learning, achievement and student engagement.
- Encourage students to become independent, reflective and responsible learners.
- Differentiate teaching strategies to cater for the diverse needs of learners.
- At secondary level, teach students of varying levels of achievement.

2.2. Student Wellbeing and Pastoral Care

- Promote the wellbeing, safety and holistic development of all students.
- Provide guidance and support on educational, personal and social matters.
- Refer students to appropriate pastoral or professional support services where necessary.
- Contribute positively to the school's pastoral care structures.

2.3. School Development

- Work towards the successful implementation of the School Development Plan.
- Contribute actively to the continuous improvement of teaching, learning and assessment.
- Participate in departmental, curriculum and whole-school initiatives.
- Support innovation and educational development within the school.

2.4. Professional Collaboration

- Work collaboratively with the Head of School, Deputy Heads, Heads of Department, Learning Support Educators, Inclusion Coordinators and other members of staff.
- Build positive professional relationships with parents and guardians in the best interests of students.
- Contribute to a collegial culture based on mutual respect, professionalism and continuous improvement.
- Share good practice and support colleagues whenever appropriate.

2.5. Professional Development

- Participate actively in Continuing Professional Development (CPD).
- Attend training programmes organised by the School, the Secretariat for Catholic Education or other recognised educational institutions.
- Reflect on professional practice and engage in continuous improvement.
- Participate in peer observation, mentoring and professional dialogue.

2.6. Assessment

- Use a range of assessment strategies to monitor student progress.
- Maintain accurate assessment records.
- Ensure that assessment practices are fair, consistent and aligned with school policies.

2.7. Inclusion

- Teachers are expected to promote inclusive education by:
- Working collaboratively with Learning Support Educators.
- Participating in MAPS, IEP and Individual Transition Plan meetings where required.
- Contributing to the development, implementation and review of Individual Educational Programmes.
- Providing schemes of work and lesson resources sufficiently in advance to facilitate appropriate adaptations.
- Monitoring the effectiveness of classroom support.
- Liaising with Inclusion Coordinators and other professionals supporting students.
- Ensuring that all learners have equitable access to learning and assessment opportunities.

2.8. Safeguarding

- Safeguard the welfare and wellbeing of every student entrusted to their care.
- Maintain high standards of professional conduct at all times.
- Comply fully with safeguarding legislation and with the safeguarding policies and procedures of The Archbishop's Seminary and the Church Schools Sector.
- Report safeguarding concerns immediately in accordance with school procedures.

2.9. Catholic Ethos

- Support and promote the Catholic ethos, mission and values of The Archbishop's Seminary.
- Foster an atmosphere of respect, dignity, justice, compassion and service.
- Contribute positively to the spiritual, moral and social formation of students.
- Participate in school activities that support the educational and pastoral mission of the Seminary.

3. General Responsibilities

- 3.1. Maintain good order and discipline and ensure the health and safety of students.
- 3.2. Participate in school assemblies, meetings and official activities.
- 3.3. Register and monitor student attendance.
- 3.4. Maintain school equipment and resources entrusted to them.
- 3.5. May participate in educational, pastoral, Erasmus+, EU and other school projects in accordance with the School Development Plan.
- 3.6. Carry out any other duties reasonably assigned by the Head of School or Deputy Head that are consistent with the grade of Teacher.