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|  | **JOB DESCRIPTION: SECONDARY SCHOOL SPECALIST SUBJECT TEACHER** |

**Responsible to:** Head of Department

This job description sets out the roles and responsibilities for a teacher of a specialist subject at Haileybury Astana. The post-holder is expected to teach an agreed number of lessons in the Secondary School. Standard contact time is normally about 75%.

**RESPONSIBLITIES:**

**Knowledge and Understanding:**

1. Be familiar with the content and the aims of the National Curriculum of England for the specific subject(s) taught at KS3 and beyond. Be familiar with the content, delivery and assessment of IB.
2. Use a variety of teaching and assessment methods to help pupils of all abilities to acquire subject specific knowledge, terminology and skills.
3. Use feedback from lesson observations, PDR and work scrutiny to improve the quality of teaching and learning. Reflect on personal practice and seek ways of developing professional knowledge and skills.
4. To work closely with other members of staff and actively seek opportunities to develop cross-curricular learning.
5. Broadly understand the requirements and progression for children in your subject area in Key Stage 2.
6. To work closely with the EAL and Learning Support departments in the identification of pupils with specific needs, and provide subject specific support for these pupils.

**Planning, Teaching and Class Management:**

1. To deliver lessons which engage and enthuse pupils and nurture a lifelong commitment to learning.
2. Plan and teach according to the departmental schemes of work and programmes of study.
3. Set high expectations for pupil behaviour and ensure they are met.
4. Provide a clear structure for lessons, maintaining pace and challenge. Use a range of teaching methods to challenge pupils of all abilities and to ensure all pupils make progress.
5. Plan opportunities to contribute to the pupil’s personal, moral, social and cultural development e.g. assemblies, academic and themed days etc.
6. Work effectively with teaching assistants and technicians as appropriate, ensuring that they are aware of learning objectives and their role in achieving them.
7. Establish a safe, supportive, attractive and stimulating learning environment.

**Monitoring, Assessment, Recording and Reporting:**

1. Assess how well learning objectives have been met and use this assessment to improve specific aspects of teaching.
2. Mark and assess pupils’ work according to school and departmental policy, providing constructive feedback and setting targets for pupils’ progress.
3. Assess and record each pupil’s progress systematically and use records to ensure that pupils make demonstrable progress:
4. Provide written reports relating to the development and learning of pupils as requested.
5. Build and maintain co-operative relationships with parents and communicate with them on pupils’ learning and progress. Write detailed and informative reports which highlight how pupils can improve their understanding in your subject area.

**Other Professional Requirements:**

1. Contribute to the development of the HAS schemes of work by creating teaching and learning resources that can be shared within the department.
2. To set an example in encouraging pupils to engage in Co-Curricular Activities (CCAs). CCAs take place as part of the school timetable near lunchtimes and you will be involved with the delivery of these CCAs. Staff are also expected to do one or two CCAs after school every week.
3. Actively encourage the use of the Haileybury Habits and engage fully with school reward systems
4. Share good practice and contribute to the professional development of other members of staff by participating in lesson observations and PDR as requested.
5. Register pupils promptly in line with school policy.
6. Act as Form Tutor as required. In this role staff are responsible to the Head of Year or Head of Key Stage.
7. Set a good example to pupils through presentation, personal and professional conduct and support the aims and ethos of the school.
8. Support the school’s mission and aims by contributing to the extra-curricular programme and supporting activities which help the all-round development of our pupils.
9. Be familiar with key school policies and procedures.
10. Attend and participate in meetings as required.
11. Establish and maintain effective and professional working relationships with colleagues.
12. Keep abreast of current educational developments and practice.
13. Undertake other duties as the Headmaster may reasonably direct.

**Signatures:**

Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headmaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_