Job Description

Subject Teacher

The responsibilities will include:

- teaching good and outstanding lessons
- preparing appropriate materials to support teaching and learning and maintaining resources and displays of a high standard;
- marking and assessing sixth former work and reporting on sixth former progress in accordance with LAE policies;
- supporting sixth formers in every lesson, and also giving a reasonable degree of additional academic outside of lessons (e.g. after school or during part of the lunch time) support to the sixth formers whom you teach;
- providing or contributing to oral and written assessments, reports and references relating to individual sixth formers and groups of sixth formers;
- participating in arrangements for preparing sixth formers for public examinations and in assessing sixth formers for the purposes of such examinations;
- fully supporting the ethos and aims of LAE;
- participating fully in the learning community of LAE teachers, for example by regularly observing colleagues and welcoming observations in return, by contributing enthusiastically to discussions around teaching and learning, and by attending professional development activities either at LAE or elsewhere to improve and enhance your own practice, including attending meetings which take place outside of normal working hours;
- giving additional academic support to sixth formers at reasonable times beyond the school day (including at weekends and during school holidays prior to public exams) so that they maximise the likelihood of achieving the high grades that they will need to make successful applications to Russell Group and equivalent universities;
- creating an effective rapport and a sound relationship with all LAE sixth formers, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;

- being a pastoral tutor to a group year 12 and year 13 tutees, with responsibility for tracking and reporting on your tutees' attendance and their academic, social and personal development;
- contributing to the teaching of Personal, Social and Health Education;
- liaising closely with colleagues within the pastoral structure of LAE;
- ensuring that all sixth formers observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;

- contributing to the programme of after-school and lunchtime academic enrichment activities ;

- contributing to the programme of extra-curricular activities, which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- contributing to the OutReach programme of community service;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);

- contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- prioritising at all times the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;

- a share of the duties around sixth former supervision;
- providing cover for absent colleagues, and participating in arrangements for sixth formers' supervision during public examinations;
- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;

- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;

- any other reasonable duty, as requested by the Head Master or the Deputy Head Master.

Safeguarding

LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo pre-employment screening, including an enhanced check with the Disclosure and Barring Service.

All employees must comply with LAE's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.