

## Subject Teacher Job Description

**Subject teachers carry out the role in Teaching and Learning which is at the core of the school's purpose. They are therefore in a real and practical sense the most important members of staff. This is a role that all teaching members of staff fulfil.**

Subject teachers are responsible to the Headteacher, through the Deputy Headteacher and their Head of Faculty for:

1. All aspects of the teaching of their subject(s) to the classes for which they are timetabled.
2. The maintenance of standards within their classes.
3. The setting and completion of work appropriate to their subjects and classes, including homework. Homework should be set in line with school policy.
4. The regular, prompt marking of students' work in accordance with department and whole school assessment policies.
5. Operating the policies and procedures of the department and the school.
6. Making careful use of resources, equipment and the learning environment and checking the quality and condition of these items.
7. Class management, including the issues of discipline and order within their lessons.
8. The neat, attractive and regular display of students' work in classrooms, subject areas and around the school.
9. The full and effective use of curriculum time. Lessons should neither start late nor finish early.
10. The standards of presentation of students' work.
11. The maintenance of an up-to-date marking record, details of which should be regularly available to the Head of Faculty, is essential as is some format for the recording of lesson plans and activities in accordance with department and school policy.
12. The prompt completion of reports and contributions to students' Records of Achievement.

13. Attendance at parents' evenings as required by the classes taught and in accordance with the Directed Time Budget.
14. Working with the Head of Faculty and Learning Leaders and other staff as necessary to develop appropriate Schemes of Work and relevant teaching materials.
15. Making recommendations to the Head of Faculty and Learning Leaders about development ideas, equipment and resource purchase etc.
16. Teach and plan for PSHE as required.
17. Take responsibility for a Form as required.
18. Various other responsibilities directly connected with classroom teaching as required from time to time by the Headteacher.

As subject teachers we are responsible individually and collectively for all that occurs in the school as well as the whole education of the students. In this sense we are always 'on duty' while we are in school with the students and we should not allow anything to go wrong if it is within our power to correct it, whether it is litter, bullying, misbehaviour or lack of work.

All adults within school are responsible for safeguarding the young people within our care and all concerns have to be passed on to the Designated Safeguarding Lead or the Deputy Safeguarding Leads. All adults must ensure they are working within the Keeping Children Safe in Education guidelines.

**March 2017**