**Home School:**

# Job Description – Subject Teacher

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**Accountable to:** Head of Subject, Deputy Head (Professional Development), Headteacher

**Purpose:** Under the general supervision of the Head of Subject to:

- teach to the full range of ability at Key Stages 3 and 4
- include some teaching of A level if appropriate
- promote and safeguard the welfare of children and young persons across the subject.

**Duties and Responsibilities as a Teacher**

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII.

a) To teach effective lessons and be responsible for this to the Head through the Team Leader.
b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
c) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
d) To produce effective reports on pupil progress and targets for improvement.
e) To ensure high standards of behaviour from students.
f) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
g) To attend all team meetings (subject and pastoral).
h) To discuss with the Team Leader and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
i) To promote the general progress and personal and social well-being of any assigned group of pupils through the school's tutorial and PSE programme.
j) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
k) To provide work for classes (whenever possible) when absent.
l) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
m) To have regard to the school Health and Safety policy.
n) To promote and safeguard the welfare of children and young persons across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the Team Leader and the Leadership Team link (on behalf of the Headteacher).

Name .....

Signed ..... Date .....
Head Of Subject

Signed ..... Date .....
Leadership Team link