**Subject Teacher & Form Tutor**
**JOB DESCRIPTION**

## THE ROLE

Reporting to the Head of Department the main purpose of the role of Subject Teacher is to plan and deliver lessons and units of work which stretch and challenge students throughout the full age and ability range, in order to secure excellent progress for all. Teachers are required to enthuse students in the subject, and build their confidence around their own learning. The need to establish good working relationships with both staff and students is essential and as Form Tutor there is the opportunity to contribute fully to the pastoral ethos of the school, ensuring excellence in all aspects of RMS life.

## JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

### Curriculum delivery, lesson preparation and planning

- plan and deliver courses, schemes of work and individual lessons appropriate to the needs, abilities, interests, experience and existing knowledge of students in accordance with departmental syllabuses, schemes of work and examination requirements
- contribute towards creating and updating schemes of work, and to share resources with other colleagues
- maintain an attractive and stimulating classroom environment
- teach classes, groups or individuals, and to set tasks to be undertaken at school and elsewhere
- set regular homework in accordance with school policy
- set work for classes in the event of absence from school

### Assessing, recording and reporting

- mark and assess students' class work and homework constructively in accordance with departmental guidelines and school policy
- set and mark examination papers and tests as required by the Head of Department
- record marks and assessments in accordance with school and departmental policy
- provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual students and of groups of students
- use group and individual data to track progress and focus intervention in order to optimise outcomes
- participate in arrangements for preparing pupils for public examinations and assessing pupils for the purposes of such examinations; recording and reporting such assessments

### Discipline and relationships

- promote and maintain good order, discipline and respect for others amongst students
- promote the school's values and rules

- safeguard the health and safety of all pupils whether on school premises or engaged in school activities elsewhere
- develop relationships amongst students conducive to optimum learning

**Communication with Parents and prospective parents**

- build and maintain co-operative relationships with parents and to communicate with them on students' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
- To attend parent consultation evenings (At Home's) and other meetings with parents as required, and to provide parents with information about a student's effort, attitude, performance and prospects
- To attend other events outside the school day as required eg. Open Day, Speech Day

**Professional Development**

- keep up to date with new developments in the subject, alongside current educational thinking and practice
- evaluate and review one's own teaching methods, materials, and schemes of work, making changes as appropriate
- participate in the School's programme of professional review as agreed with the Head of Department and the Head

**Departmental**

- build and maintain co-operative relationships with all colleagues
- share in the responsibilities for administering the department
- attend departmental meetings and contribute to planning, policies, and evaluation of the work of the department
- willing to take part in and organise trips (local visits and abroad)
- safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage

**School Life**

- participate fully in all areas of school life by attending assemblies, acting as a form tutor, acting as a house tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extra-curricular activities
- take part in whole school reviews of policy and in the formulation of guidelines as required
- attend staff meetings
- to contribute to the co-curricular life of the school

**PERSON PROFILE**

The holder of this post will be flexible and enthusiastic and enjoy working within a team with all members of the school community as well as demonstrating an affinity and understanding of the ethos of the school. An open mind, being receptive to new ideas and challenges and a willingness to contribute to all areas of school life will be essential.

**PERSON SPECIFICATION**

<u>Qualifications and Attainments;</u>

- Strong A levels and a good degree in an appropriately related subject.
- A PGCE or other suitable teaching qualification
- Evidence of recent CPD/ In-service training

<u>Experience and knowledge:</u>

- Excellent subject knowledge
- The ability to teach across the Senior School age range (11-18)

- The ability to set high standards in the classroom whilst having a good rapport with the students
- The ability to set, mark and report on students' work on a regular basis so that effective feedback is given
- Evidence of sound IT skills and its application in teaching and learning.
- Up to date knowledge of educational practice and issues
- The ability to contribute effectively to pastoral life at RMS
- The ability to contribute effectively to RMS's co-curricular classes and activities

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she is:

- passionate about teaching their subject
- committed to achieving the highest academic standards to ensure all pupils reach their full potential
- willing to participate fully in the Department's programme of trips and events
- able to promote learning in and out of the classroom
- able to demonstrate a proven track record considering and reflecting upon one's teaching methods, with a commitment to learning and continuing professional development
- able to see change as an opportunity
- genuinely interested in the development of young people with an enthusiasm for teaching
- committed to an involvement in pastoral responsibilities and co-curricular activities
- willing to contribute to the whole life of the school with a supportive understanding of the ethos of independent education
- has a record of good health and attendance and is of smart personal appearance
- a positive role model for young people
- a commitment to self-improvement

**TERMS OF EMPLOYMENT**

The terms of employment include:

- Fixed Term Contract - Maternity Leave Cover at the Royal Masonic School is a six month fixed term contract continuing on a rolling monthly basis until the person returns
- Part Time position (0.66) paid pro-rata
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

**DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

**SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. 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 or welfare of children in the School s/he must report any concerns to the Head.
In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

**REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.