**Post: Subject Teacher**

## Salary: Main Pay Range to Upper Pay Range

**Responsible to: Subject Leader**

**All staff at Polam Hall School should:**

1. Promote and support the distinctive character of the Polam Hall School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of in loco parentis and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of Polam Hall School which has successful teaching and learning as its core purpose supported by all staff contributing to the Woodard Academies Trust’s commitment to each student gaining meaningful enriching experiences.

**JOB PURPOSE:**

To be responsible for providing high quality and engaging class teaching in accordance with the agreed schemes of work of the department, and accountable for the progress of students in allocated classes

The duties below provide a summary of the main areas of responsibility, and should be read in association with the current school teachers’ pay and conditions document and with reference to the Teachers Standards 2012.

**MAIN DUTIES:**

* To be responsible for providing stimulating, engaging and purposeful learning experiences for students in accordance with agreed schemes of work and relevant statutory requirements.
* To teach classes as timetabled by preparing lessons thoroughly, using teacher planner, recording work to be undertaken and identifying extended learning opportunities.
* To be a proactive member of the subject department and participate in departmental planning and development, including agreeing aims and policies, schemes of work, and review and development of the department handbook.
* To provide performance and target setting data as required regarding student progress
* To be accountable for student performance and standards achieved in groups taught.
* To ensure all lessons are appropriately planned allowing for lesson objectives to be clearly communicated to students.
* To ensure work is appropriate to the needs of each group, and that learning activities are motivating and challenging
* To utilise a variety of resources and pedagogical styles to suit the differing aptitudes, learning styles and interests of student learners
* To motivate and stimulate student interest in the subject through maintaining high quality displays in the classroom and immediate vicinity.
* To create and maintain a welcoming, well–ordered teaching base, which is inviting and where there is a sense of purpose
* To liaise with teaching assistants, as allocated, regarding how their skills and presence can effectively be used to progress teaching and learning.
* To be prompt to teaching bases to receive students and ensure that lessons begin punctually and purposefully.
* To manage the arrival and departure of students to and from lessons in accordance with procedures
* To uphold school expectations regarding student conduct, and deal with any unacceptable behavioural incidents as per school procedures
* Be vigilant within the classroom and its immediate environment, challenging and dealing with unacceptable conduct
* To complete such reports so may be required regarding student progress
* To attend consultation evenings with parents as agreed in the annual calendar
* To keep abreast of developments, local and national, within the subject area
* To contribute to departmental and other meetings as per agreed schedule
* To mark students’ work regularly, keeping accurate records of assessments made, setting specific targets for improvement and future progress
* To write annual progress reports for all students taught in accordance with the agreed reporting schedule and within agreed timeframes
* To undertake the responsibility and duties of form tutor as required in accordance with the Academy’s guidelines and procedures, promoting positive values in the relationships formed with the tutor group
* To contribute to the extra-curricular programme and other activities as part of a holistic education.
* To meet with parents to further students’ as may reasonably be required
* To promote the use of the Academy and departmental rewards system
* To participate in the annual performance management process.
* To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
* To carry out any other duties as may reasonably be required by the Principal.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder’s professional responsibilities.