



Title: Secondary Subject Teacher

Responsible to: Head of Faculty or Head of Department

Teaching Commitment: 32 contact periods

Role & Position in the Organisation

The subject teacher has a vital role to play in the development of the students in their subject area. All subject teachers also work as tutors or support the Tutorial Programmes for different Year groups.

Subject teachers work in a team alongside Heads of Faculty/Curriculum Coordinators. They plan and teach in accordance with the agreed schemes of work and assessment policies for the Faculty area. As teaching professionals, they work to create a situation in which students become independent learners and achieve their full potential in a positive, caring and stimulating learning environment.

Responsibilities, by area:

Goal 1: Teaching to Support Learning

Strategic Area 1 - Learning and Teaching – The Subject Teacher will:

- proactively seek to develop independent learners ;
- put into practice the school's Learning and Teaching Policy and other Curriculum Policies;
- adhere to the school's Professional Standards for Learning and Teaching;
- be accountable for the academic, social and emotional well-being of the students in his/her classes;
- employ a wide variety of teaching and learning strategies including the use of new technologies to make learning both effective and enjoyable;
- differentiate learning opportunities to fully cater for all students, including English as an Additional Language (EAL) students and those on the Extended Learning and Learning Support registers;
- prepare and implement a subject-specific recording system according to school, English National Curriculum, (I)GCSE and IB requirements;
- prepare written and oral reports on the progress of individual students for parents and other interested parties;
- provide assessment data and information when required;
- use assessment tools to provide feedback to individual students and inform future planning;
- use a positive approach to behaviour management;
- provide a safe environment for students to learn.

Strategic Area 2 - Professional – The Subject Teacher will:

- keep abreast of current educational thinking and ideas for curriculum development;
- commit to an ongoing programme of professional development, both formally and informally;
- be actively involved in the school's Performance Management/Appraisal system;
- contribute fully to school life through the Extra Curricular Activities (ECA) programme and through Secondary and whole school events. Teachers are required to deliver 3 blocks of ECA each year and attend occasional weekend events as required;
- attend all compulsory Continuing Professional Development (CPD) sessions linked to Student Safeguarding, first aid, EAL and LS.

Strategic Area 3 - Culture and Communication – The Subject Teacher will:

- ensure excellent lines of communication with all staff, parents and students in line with the Culture and Communication Policy;



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- work as part of the Faculty/Curriculum team to promote the subject to parents, students and the wider community as appropriate;
- use and contribute to the school's established systems of communication - the Patana Website, the Patana News, Parent conferences;
- use email in accordance with the school's Acceptable Use Policy;
- participate fully in the life of the Year group and the Secondary School;
- communicate to parents, students and staff issues related to child safeguarding in order to promote a safe environment for all students.

Goal II - We focus on continually improving learning

Strategic Area 1 - Policy and Planning – The Subject Teacher will:

- work in line with the school's Guiding Statements, policies and curriculum programmes;
- work positively as part of the Faculty/Curriculum team in long, medium and short-term planning;
- ensure planning is differentiated to meet the needs of the students;
- assess and monitor standards of attainment within the class;
- ensure planning and student records are easily accessed for monitoring purposes;
- be involved in planning subject-specific opportunities for cross-phase liaison with the Primary School;
- contribute to whole school review and from time to time to volunteer to serve on a new initiative or review committee;
- understand and adhere to the Student Safeguarding policy, code of conduct and methods of reporting a concern.

Strategic Area 2 - Finance and Resources – The Subject Teacher will:

- report to Curriculum Coordinators and Heads of Faculty on resources needed to enable subject development and progress;
- help ensure all resources are appropriately stored, maintained and deployed.

Strategic Area 3 - Admissions – The Subject Teacher will:

- engage positively with new parents and answer any questions related to curriculum provision;
- ensure new students transfer smoothly into the Secondary School and good relationships are developed with the parents.

Strategic Area 4 - Health and Safety – The Subject Teacher will:

- be proactive in reporting any health and safety matters to the Head of Faculty or Curriculum Coordinator.

Strategic Area 5 – Facilities – The Subject Teacher will:

- use all facilities appropriately and report any maintenance issues to the Head of Faculty or Curriculum Coordinator;
- contribute to the planning of facility developments when required.

These duties will be developed into short and longer-term targets/objectives in consultation with the post-holder.