

## Job Description Subject Teacher

The post holder will undertake professional duties in accordance with the Teachers' Pay and Conditions document, the DfE National Teachers' Standards, and as directed by the Principal with the content of the Job Description below.

Haberdashers' Abraham Darby is fully committed to the delivery of high quality teaching and learning which promotes engagement, enjoyment and achievement for each pupil in every subject. We offer our pupils a variety of pathways to ensure that each pupil has an individualised curriculum with the ability to achieve their potential.

### Core Purpose:

To meet and set high professional standards in respect of:

- Relationships with young people
- Communicating and working with others
- Dress, conduct, attendance and punctuality
- Knowledge and understanding
- Skills to achieve consistent high quality learning and teaching across the Academy which inspire, motivate and challenge pupils.

### Reporting to:

You are responsible in the first instance to the Head of your Department and ultimately to the Principal.

### Expectations of a Subject Teacher:

- Ensure all lessons are effectively planned to provide challenge and are differentiated to meet the strengths and needs of each child in your groups.
- Demonstrate good subject and curriculum knowledge.
- Ensure that the structure, organisation and resources used in each lesson are appropriate.
- Promote good progress and outcomes by pupils.
- Meet and greet children as they arrive at your lesson and issue reminders about uniform as pupils arrive.
- Seat children according to your seating plan and remind them about putting planners, books and equipment on the desk as they sit down.
- Take a Register in SIMS within the first 10 minutes of the lesson and submit it. Any problems with SIMS then a paper register should be completed and sent to the Attendance Officer.
- Manage behaviour effectively to ensure a good and safe learning environment. Challenge and ensure that unacceptable behaviour is dealt according to Academy's policies and discuss strategies to deal with repeat offenders with your Curriculum Leader.
- Set homework according to the homework guidelines and make sure that pupils write the homework in their planner.
- Mark pupils' work and assess progress during lessons and at regular intervals in line with Academy policy. Provide regular feedback (both orally and through accurate marking) to pupils on their potential, standards currently achieved and how to improve.

- Monitor the progress of pupils in your group to check that they are achieving the standards expected. Record findings on SIMS as required and incorporate results into your planning to secure further progress. Be fully aware of all pupils in your groups/sub groups and performance progression.
- Contribute to departmental reviews of progress. Highlight any concerns with pupils, parents and your Curriculum Leader. Contribute to intervention programmes to address underperformance.

**To meet the admin requirements of a Teacher by:**

- Working to published timescales for: entering grades into SIMS, writing reports, marking pupils' work and attending department meetings, parents' evenings, publications and events.
- Carrying out procedures to satisfy the Academy's policies and practices.
- Carrying out weekly duties as defined on the duty rota.

**To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:**

- Applying Academy policies and practices consistently.
- Working as a team member, identifying opportunities for working with colleagues and sharing development of good practice.
- Setting an example to pupils in work ethic, conduct, dress, punctuality and attendance.
- Taking responsibility for one's own professional development, setting objectives for improvement and keeping up to date in subject expertise and teaching skills.
- Maintaining effective working relationships with teaching and support staff.
- Having high expectations and commitment to the wider life of the Academy.

**To be an effective Mentor to a group of pupils by:**

- Taking the Register in SIMS and following up any unexplained absences or lates.
- Checking uniform and ensuring pupils have planners and basic equipment.
- Mentoring them according to the Academy scheduled programme of activities.
- Giving out important messages daily and act upon any requests from staff.
- Collecting any notes, letters, reply slips from parents and distributing or acting on them.
- Checking and signing the pupils' planners every week.
- Inputting information in to SIMS about each of your pupils at reporting times.

**Safeguarding**

All teachers and support staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role. DBS checks will be renewed every 5 years and all staff are expected to sign an annual Disqualification Safeguarding Declaration Form.

The duties outlined in this job description are in addition to those covered by the latest 'Teachers' Standards' and 'School Teachers' Pay and Conditions' documents. This job description describes the way the post holder is expected and required to perform and complete particular duties as set out in the foregoing paragraphs.

This job description may be subjected to modification or amendment at any time by the Principal.

**Note:** Haberdashers' Abraham Darby is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and on show at all times.