

**Post:** Subject Teacher

**Responsible to:** Subject Leader / Senior Leader / SLT Line Manager

**Core Purpose:**

- To teach KS3 (Year 7 and 8) and KS4 (Years 9-11), engaging all learners using a variety of learning and teaching styles to meet the needs of all students.

**Job Description:**

- The duties outlined in this Job Description are in addition to those covered by the latest 'School Teachers' Pay and Conditions Document'. It will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**Main Responsibilities:**

- To teach a specific subject throughout the academy to Years 7 – 11, up to and including GCSE.
- Be prepared to teach classes of all ability ranges and differentiate materials where appropriate.
- To work with the Subject Leader(s) to ensure that the department(s) works towards common standards, aims and objectives which are compatible with the academy's aims.
- To have an up-to-date knowledge of developments and innovations in the subject.
- To develop and contribute to the curriculum and the implementation of the National Curriculum in Key Stages 3 and 4, including the preparation of materials, resources and academy policies.
- To ensure good and varied teaching and learning practices prevail and to monitor standards within the department to ensure all students have access to the curriculum.
- To maintain up-to-date documentation, with particular reference to Schemes of Work and lesson plans.
- To prepare and revise materials in coordination with the Subject Leader(s).
- To build on established good practices in the development of policies and practices in marking, recording and assessment (including National Curriculum assessment) and profiling and to monitor and evaluate these.
- To have an overview of display in the relevant teaching area(s).
- To assess student's work regularly following the academy's and subject area's assessment and marking procedures and policies.
- To chair or participate in appropriate meetings/consultation evenings/academy events/OOHL activities with colleagues and parents/carers relating to the above duties.
- Understanding of the pastoral needs of students from a wide range of backgrounds.
- Willingness to support the vision and ethos of the academy.

**For all teaching posts, the main duties and responsibilities are set out below:**

- Teach the subject(s) according to the timetable and the appropriate scheme of work.
- Prepare lessons, mark and assess the work of all students taught.
- Monitor, evaluate and report on the work of all students taught.
- Ensure that appropriate class work is set when absence is known in advance.
- Set and mark homework within the policy of the academy.

- Ensure students record homework set.
- Take initial responsibility for rewards and sanctions within the learning area, in line with the academy's Behaviour for Learning policy.
- Communication of all relevant information to appropriate colleagues.
- Adhere to all policies and procedures.
- Record student attendance promptly for every lesson.
- Have regard for the needs of all students.
- The ability to lead and work as a member of a team.

### **Additional specific responsibilities:**

- To act as Form Tutor and be a member of an Achievement Team and a House Team and to take an active part in delivering tutor time activities.
- To carry out related Form Tutor and House Member duties or to carry out these duties whilst covering for an absent colleague.
- To make work-experience visits and / or to cover for colleagues undertaking this task.

### **General Duties:**

- To ensure the principles of equality are followed at all times for students and staff.
- To carry out a fair proportion of cover for absent colleagues.
- To carry out a share of academy supervisory duties in accordance with published rotas.
- To arrange to exchange a duty day with a colleague when absence is known in advance.
- To participate in appropriate meetings with colleagues and parents/carers relative to the above responsibilities.
- To participate in performance management arrangements.

### **NOTES:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Mike Adnitt November 2017