

ROKEBY SCHOOL JOB SPECIFICATION

Subject Specialist teacher

Role outline:

A subject specialist teacher at Rokeby School will usually teach classes between Years 5 and 8 but may be required to take lessons with classes below this, especially in Years 3 and 4. They are to be a strong guide and an excellent practitioner, able to engage the boys in learning thoroughly, effectively and well and helping to inspire in them a love of learning of that subject. Specialist teachers of examined subjects should hold appropriate qualifications to enable them to teach boys up to 13+ as they will be preparing them for Common Entrance and scholarship exams to their senior school.

They will seek to adhere to, and if possible exceed, the expectations laid out in the school's teacher standards. All teachers should also expect to be form tutors.

Key responsibilities:

The Specialist Teacher will:

- teach groups (sometimes ability sets) of boys, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom; and
- contribute to constructive team-building amongst teaching and non-teaching staff and parents.

The Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headmaster and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies if appropriate;
- lead, organise and direct support staff within the classroom; and
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Their duties include the following:

- planning and preparing lessons
- teaching all boys in the class, according to their educational needs
- setting and marking work done by the boys in school and at home
- assessing, recording and reporting on the development, progress and attainment of the boys
- promoting the good progress of all boys

Key responsibilities:

- providing guidance and advice to boys as appropriate
- liaising with form tutors as appropriate over progress and behaviour of the boys
- providing oral and written assessments and reports as required
- talking to parents as necessary and participating in meetings arranged for parents
- reviewing from time to time methods of teaching and schemes of work and discussing these informally or formally (through appraisal) as appropriate
- participating in INSET training provided at school and being prepared to attend outside courses as advised by the Headmaster or Deputy Head
advising and co-operating with the Headmaster and Senior Management team on the preparation of courses of study, teaching materials and programmes and pastoral arrangements
- maintaining good order and discipline among the boys at all times (whether on duty or not)
- and safeguarding their health and safety both on school premises and when authorised to be in charge of them outside school
- participating in all staff meetings as required
- supervising for absent colleagues as required and, if necessary and practicable, to teach a class where a colleague is absent and suitable work has not been set.

Line Management

As set out in the line management schedule, revised annually.

Standards and Expectations

A Rokeby Colleague is expected to demonstrate competence and high standards and to satisfy the requirements of the school's expectations and standards.

Jason R Peck Headmaster June 2018