

**St Ursula's Convent School
A Humanities College and Teaching School**

Subject Teacher Job Description

Report to: Subject Leader

Activity	Responsibility
Reporting to	Head of Department and Key Stage Learning Manager (KSLM)
Working Time	195 days per year. Full-time
Curriculum	<ul style="list-style-type: none"> • Plan and prepare lessons in line with subject area programmes of study, using appropriate teaching methods and resources. • Set homework as per the homework timetable. • Contribute to the development of schemes of work and departmental policies
Pastoral System	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of learners. • To promote the general progress and well-being of individual learners and of the Form Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register learners, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of learners and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff • To contribute to PSHE and citizenship and enterprise according to school policy • To apply the Behaviour management systems so that effective learning can take place.
Monitoring	<ul style="list-style-type: none"> • Understand and use national, LA and school data (including Fischer Family Trust) in order to assess student and personal performance. • Contribute to Subject Area monitoring of the assessment of student progress and attainment.
Communication	<ul style="list-style-type: none"> • Attend and contribute to meetings and discussions about teaching strategies, schemes of work and school and subject area policies. • Provide appropriate information to Subject Leaders, Year Leaders, SENDCO and SLT relating to student progress.
External Communication	<ul style="list-style-type: none"> • Maintain familiarity with statutory assessment and reporting requirements.

	<ul style="list-style-type: none"> • Prepare and present in line with school policy informative reports to parents/carers. • Attend Parents' Evenings and Academic Review days when necessary.
Quality Assurance	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information when required • To complete the relevant documentation to assist in the tracking of learners. • To track student progress and use information to inform teaching and learning.
Staffing	<ul style="list-style-type: none"> • Regularly review own Professional Development and identify training needs • Take part in Teacher Appraisal arrangements • Take part in lesson observations to share good practice. • Train as an accredited mentor • To assist where appropriate the teaching school
Marketing and Liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Day, Parents Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Budget/Resources	<ul style="list-style-type: none"> • Assist Subject Leader to: <ul style="list-style-type: none"> ➢ Identify resource needs ➢ Operate stock control system and an accurate asset register. ➢ Maintain an appropriate learning environment with effective displays • Follow agreed Health and Safety and Safeguarding procedures

Signed

Date

Person Specification

Qualifications

QTS status

Degree Status

Teaching Ability

Preparation of lessons

Always well prepared

Classroom performance

Enthusiastic and energetic

Pupil Progress

Evidenced in results

Marking of work

Always detailed, thorough and positive

Learning environments

Makes extensive use of student's work and display
Keeps areas tidy and interesting

Relationships

Extra-curricular

Gives her/his time generously

Disposition

Has a calming influence in times of stress

Relationships with Students

Students respond extremely positively

Co-operation

Can work in a team

Relationships with Colleagues

Held in high regard by colleagues

Managing Conflict

Able to give and receive effective feedback

Conduct

Exercises professional courtesy and judgement

Competencies

Level of ICT

Is competent in the use of ICT to monitor pupil progress

Attendance and Punctuality

Good attendance record
Always on time to school and to lessons

Catholicity

Supportive of Catholic Education