

THE SWANAGE SCHOOL

Job Description for Subject Teacher

Key responsibilities

- Be responsible for the learning and achievement of all students in class, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- Act within the statutory frameworks that set out their professional duties and responsibilities and in line with the duties outlined in the Teachers' Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Actively promote The Swanage School ethos

Duties and responsibilities

Teachers' performance, as relevant to their role in the school, will be assessed against the Teachers' Standards as part of the appraisal process

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of students you teach
- Be aware of students' capabilities and prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students including SEND, GAT, EAL – and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken and written English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all

THE SWANAGE SCHOOL

backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment

- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the school policy

Behaviour and safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that are expected of students
- Have high expectations of behaviour, promoting self-control and independence in all learners
- Carry out playground and other duties as directed and within the remit of the current school policy
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team-working and collaboration

- Participate in any relevant meetings and professional development opportunities that relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- Ensure that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil

THE SWANAGE SCHOOL

- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Wider professional responsibilities

- Work with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of school policy

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of The Swanage School, and maintain high standards in your own attendance and punctuality
- To pro-actively work with the community, drawing on local resources and expertise to further enhance the learning experiences of the students
- Perform any reasonable duties as requested by the Heateacher

THE SWANAGE SCHOOL

Person Specification for Subject Teacher

Essential.

- ☐ Qualified Teacher Status
- ☐ Degree in subject specialism, or related subject
- ☐ A track record of achievement as an excellent classroom teacher, achieving the 'teachers' standards'

Able to:

- ☐ Identify and develop inspirational learning experiences
- ☐ Make informed use of assessment to differentiate learning
- ☐ Use ICT effectively to support and enhance learning
- ☐ Use information and data to raise achievement
- ☐ Identify and implement effective strategies for intervention
- ☐ Ability to anticipate problems and identify opportunities
- ☐ A willingness and ability to set and rise to challenges

Desirable

- ☐ Evidence of recent and relevant continuing professional development and study and Training
- ☐ Experience of teaching a second subject
- ☐ Experience of personal involvement in extra-curricular activities
- ☐ Ability to anticipate problems and identify opportunities
- ☐ A willingness and ability to set and rise to challenges