

Job Description – Subject Teacher

Accountable to: Head of Faculty, Headteacher

Purpose: Under the general supervision of the Head of Faculty to:

- teach to the full range of ability at Key Stages 3 and 4
- promote and safeguard the welfare of children and young persons across the subject.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII.

- a) To teach effective lessons and be responsible for this to the Head through the Team Leader.
- b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- c) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- d) To produce effective reports on pupil progress and targets for improvement.
- e) To ensure high standards of behaviour from students.
- f) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- g) To attend all team meetings (subject and pastoral).
- h) To discuss with the Team Leader and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- i) To promote the general progress and personal and social well-being of any assigned group of pupils through the school's tutorial and PSE programme.
- j) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- k) To provide work for classes (whenever possible) when absent.
- l) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- m) To have regard to the school Health and Safety policy.
- n) To promote and safeguard the welfare of children and young persons across the subject.

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Safeguarding and promoting the welfare of children

St Dunstan’s School is committed to safeguarding and promoting the welfare of children in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.

All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children’s safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Post Holder

Name: _____

Signature: _____

Date: _____

Line Manager

Name: _____

Signature: _____

Date: _____