

Education Links

Subject Teacher

Job Description

Post Purpose:

- To subscribe to the vision and objectives of Education Links in line with school policies and procedures
- To carry out the professional duties of a teacher as directed and in accordance with Education Links policies.
- To raise aspirations of students by challenging them to be positive about themselves and their own learning.
- To ensure that all work undertaken within Education Links meets health and safety standards and regulations

Reporting to:

Curriculum Manager

General

Location	In various premises, at the discretion of SLT
Disclosure	Enhanced

Responsibilities:

These responsibilities are intended as a guide to the range and level of work expected of the post holder. It is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Planning, Teaching and Class Management

Teach allocated students by planning lessons to achieve progression of learning through:

- Plan and teach well-structured lessons, identifying clear teaching objectives and specifying how they will be taught – produce written lesson plans for all lessons using the school lesson plan pro forma
- Demonstrate good subject and curriculum knowledge
- Setting high expectations which inspire, motivate and challenge students
- Setting clear targets based on prior attainment
- Making effective use of assessment and ensure coverage of programmes of

study

- Ensuring effective teaching and best use of available time
- Managing behaviour effectively to ensure a good and safe learning environment, in accordance with school policies
- Using a variety of teaching methods, adapting teaching to respond to the strengths and needs of all students
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Provide differentiated tasks for students with SEND and for gifted and talented students
- Evaluating own teaching critically to improve effectiveness
- Work effectively with group coordinators and learning mentors

Monitoring, Assessment, Recording and Reporting

- Promote good progress and outcomes by students
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students work and set targets for progress
- Assess and record student progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which students are achieving
- Undertake assessment of students as required by examination bodies and school procedures, liaising with the exams officer to complete exam entries
- Prepare and present informative reports to parents/carers, including records of achievement

Curriculum Development

- Have lead responsibility for a subject(s) or subject areas and develop schemes of work/programmes of study appropriate to the needs of the students
- Contribute to the planning of whole school curricular activities as directed by the curriculum manager
- Continuously work with colleagues to develop opportunities to enrich the curriculum

Pastoral Duties

- Promote the general progress and well being of individual students by close liaison with Group Coordinators and Learning Mentors
- Assist in supervision at break and lunchtimes and after school
- Alert appropriate staff to any problems that may come to light which are affecting a student's well-being
- Communicate appropriately with all concerned with a student's welfare
- Set an example to students in terms of dress, attendance, punctuality, attention to detail, relationship with colleagues and work ethic

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal responsibilities
- Operate at all times within the policies and practices of the school
- Understand the structure of the whole school curriculum to ensure effective teaching
- Support the school in meeting its legal requirements for worship
- Establish effective working relationships with all colleagues
- Endeavour to give every student the opportunity to reach their potential and meet high expectations
- Participate fully and positively in all meetings e.g. Curriculum, full staff, building, parental/carers, etc.
- Take part in marketing and open evenings
- Fully participate and help organise presentation evenings
- Maintain a CPD portfolio and fully participate in the performance management system
- Reimburse the school for CPD under the terms of the staff training agreement if leaving the school's employ, e.g. leaving within 12 months of the completion of a funded course