



JOB DESCRIPTION: SECONDARY SCHOOL SUBJECT TEACHER

Position: Classroom Subject Teacher

Reports to: Headmaster, Head of Secondary and Head of Faculty

Immediately responsible to: Head of Faculty

Job Purpose

- To carry out the professional duties of a teacher as circumstances may require and in accordance with Malvern College Egypt's policies under the direction of the Headmaster.
- To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve their potential.

AREAS OF RESPONSIBILITY AND KEY TASKS

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for pupils who are AEN/SEN, who have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - *match approach to content, structure information, present a set of key ideas and use appropriate vocabulary*
 - *use effective questioning, listen carefully to pupils, give attention to errors and misconceptions*
 - *select appropriate learning resources and develop study skills through library, ICT and other sources;*

- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the Head of Faculty to ensure the implementation of department policy and best practice.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of pupils as requested by examination bodies, departmental and college procedures;
- Making parents aware of progress, targets for improvement and how they can support learning and prepare and present informative reports to parents;
- undertake assessment of pupils and participate in the College's system reporting to parents.

Curriculum Development

- If required, to have lead responsibility for subject specific or aspects of the College's work and develop plans which identify clear targets and success criteria for its development and / or maintenance.

Pastoral Duties

- be a Form Tutor (if required) to an assigned group of pupils;
- promote the general progress and well-being of individual pupils
- Play a full and active role in the House System and attend all whole College events and Assemblies.
- alert appropriate staff to problems experienced by pupils (Safeguarding)

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the College;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and pupils;
- contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College;
- take part in marketing and liaison activities such as Open Evenings, PTC Days, whole College events.
- take responsibility for own professional development and duties in relation to College policies and practices;
- liaise effectively with parents

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the College and the professional development of the staff.