

# Subject Teacher

Queen Elizabeth's High School



## Background

The subject teacher will be responsible to the Headteacher via the Head of Department who will monitor progress, direct the use of gained time where this responsibility is delegated by the Headteacher and give support.

In general terms a Subject Teacher should:

- Fulfil the generic duties and responsibilities for teaching set out in the Teachers' Pay and Conditions document.
- Consistently meet the standards for teaching as outlined in the National Standards for teachers.
- Implement the overall aims, objectives and policies of the department as outlined in the relevant handbook and schemes of work.
- Be aware of the potential and individual needs of students, ensure that students know these too and set appropriate learning targets and activities.
- Help students to think critically, to communicate effectively and to be responsive to the ideas of others.
- Encourage students to develop their own ideas and to be responsible for their own learning.
- Recognise the need to promote links across the curriculum where appropriate.
- Participate in appraisal arrangements in accordance with current statutory arrangements and School Policies.

More specifically, the subject teacher should:

- Prepare lessons thoroughly and undertake assessment and evaluation as necessary; use this knowledge of students' work to inform teaching.
- Use a wide variety of teaching strategies.
- Keep appropriate records, write reports and attend Parents' Consultation Events.
- Attend team meetings and INSET meetings (part-time equals pro-rata by negotiation with the line manager).
- Contribute to schemes of work by sharing ideas, preparing shared material, updating existing material and assuming responsibility for interpreting aims and objectives.
- Be aware of the requirements of public examinations and prepare students for them.
- Help students to make the transition to GCSE and then to sixth form work.
- Fulfil special responsibilities within the team as agreed with the Head of Department.
- Ensure that professional development is a continuing process. That, in addition to keeping up to date with developments in the specialist subject, wider curriculum skills e.g. computer literacy, is also updated.
- Be aware of and adhere to standards of health and safety.