

## **JOB DESCRIPTION**

### **ACADEMIC SUBJECT TEACHER**

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

**RESPONSIBLE TO:** Headmaster and Governing Body

**REPORTING TO:** Head of Department

**PURPOSE:** The Academic Subject Teacher is to assist the Head of Department with the College's delivery of subject teaching which is effective and supports the College's aspiration to provide outstanding teaching and learning for its students.

### **TEACHING: KNOWLEDGE AND UNDERSTANDING**

All qualified teachers will:

- Have a secure knowledge and understanding of the concepts and skills in their specialist subjects, including health and safety requirements, ICT, literacy and numeracy.
- Develop an extensive repertoire of teaching strategies that engender enthusiasm and hence confidence in their students.
- Teach groups across the age and ability range as agreed with the Head of Department.
- Have knowledge of the National Curriculum Programmes of Study for KS2, KS3 and KS4 and where appropriate post 16 syllabi.
- Ensure that students' are taught according to their individual needs and abilities, following the syllabus and the schemes of work set by the Department.
- Have an understanding of the progression of students' acquisition of knowledge, skills and understanding through the Key Stages.
- Understand how students' learning is affected by their physical, intellectual, emotional and social development.

### **PLANNING, TEACHING AND CLASSROOM MANAGEMENT**

All qualified teachers will.

- Contribute to the development of the schemes of work within the department.
- Contribute to the development of teaching and learning materials for use by the departmental team.
- Plan their own teaching to maximise progression in students' learning by identifying clear objectives, setting demanding expectations to challenge students, and by sharing clear targets for student learning, which build on their previous learning experiences.
- Make effective use of the assessment information on students' attainment, learning styles and progress, to plan future lessons and to identify individual needs.
- Liaise with individual students' Learning Support Teachers to support their progress.
- Prepare students for Public Examinations and provide evidence of their progress towards their Expected Grades to their Head of Department.
- To take responsibility for the standards of behaviour in their classrooms by maintaining high standards of discipline. Where necessary using initially their own sanctions followed by Departmental sanctions.
- Produce positive, productive relationships to nurture self-belief and confidence in their students.
- Produce displays of work for both classrooms and Departmental areas.
- Protect the fabric of the classroom, furniture and display areas. Ensure that classrooms are left tidy after each lesson.

#### **ASSESSING STUDENT PERFORMANCE**

All qualified teachers will:

- Use different kinds of assessment for different purposes including all aspects of 'Assessment for Learning'
- Be aware of the benchmark data that is available for each student taught.
- Be aware of the Special Educational Needs for each students taught, including English as a Foreign Language or their very high ability.
- Work with their Head of Department to establish Expected Grades for each student at KS4 and KS5 where appropriate.
- Set Prep according to College and Departmental Policy. Follow the Prep Timetable.
- Mark work with detailed comments, both oral and written, according to College Policy.
- Keep records of the work covered and standards achieved by each student.
- To attend parents meetings and other events aimed at strengthening the partnership with parents.
- To write and complete reports adhering to the deadlines set by the Director of Studies.

#### **SUBJECT AND SCHOOL CONTRIBUTION**

All qualified teachers will

- Attend and contribute to Departmental, Tutor and Staff meetings.
- Attend 'whole school' INSET.
- Attend Chapel and Assemblies.

- Undertake the role of an effective Tutor, with particular emphasis on their role as the students learning mentor.
- Contribute to the Games or the Activities programme.
- To participate in enrichment activities
- To carry out an appropriate share of the collective staff responsibility to cover for absent colleagues
- To assist with examination invigilation.
- Attend the College Open Mornings.
- Use the College Information System - SIMS, according to College Policy to keep accurate attendance and assessment data. As well as a record of Rewards and Sanctions
- Keep 'up to date' through effective professional development.
- Participate in the College Performance Management System.

#### **GENERAL MATTERS**

To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.