



Pembroke Hall School

JOB DESCRIPTION: SUBJECT SPECIALIST TEACHER

The duties and responsibilities of a Subject Specialist Teacher are to plan and teach an appropriately broad, balanced, high challenge and differentiated curriculum in order to provide pupils with an opportunity to develop and improve their skills, and ultimately achieve their individual potential. They will be involved in the teaching of the whole subject curriculum from Reception to Year 6. Subject Specialist Teachers are responsible to the Senior Leadership Team (SLT) and ultimately the Head.

Attitudes

- Promote excellence in the educational programme within the subject.
- Promote good practice by example which reflects the school's ethos and vision.
- Provide a warm, supportive atmosphere conducive to the social and emotional needs of the pupils.
- Support new initiatives introduced by the SLT.
- Foster good relationships with parents, school colleagues and across the Alpha Plus group.

Teaching and Learning

- Contribute to raising standards of attainment by preparing and teaching stimulating and energetic lessons of a high standard and according to pupils' needs.
- Follow programmes of study, carrying out necessary assessments, keeping required records and monitoring pupils in accordance with agreed department and school policies.
- Facilitate and encourage a learning experience which provides pupils with the opportunity to develop self-esteem and interpersonal skills.
- Review, monitor and evaluate own practice, ensuring that teaching is academically rigorous, innovative and creative and provide feedback to the SLT.
- Contribute to and enrich the extra-curricular programme.

Administration

- Create medium and short term plans that ensure a broad, balanced, relevant and differentiated curriculum.
- Follow all codes of practice in relation to the school's Behaviour, Discipline and Exclusion policy and pastoral care ethos.
- Ensure the well-being of all pupils by following health and safety regulations including the reporting of accidents.
- Prepare school reports and reports for external agencies as requested by the Head or SLT.
- Keep informed of current developments within the relevant subject curriculum.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

PERSON SPECIFICATION: SUBJECT SPECIALIST TEACHER



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This will be assessed through the following channels: application documentation, professional references, during interview.

Qualifications

- Essential:** Honours degree in a relevant subject
Teaching qualification together with Qualified Teacher Status (QTS)
- Desirable:** A degree or equivalent in subject related area
Other subject specific qualifications

Experience

- Essential:** Experience of teaching children in the primary age range
Experience of highly effective teaching of subject across the primary age range as shown through strong student progress
- Desirable:** Experience of working in the Independent sector

Skills

- Essential:** Able to use a range of teaching and learning strategies
Effective use of strategies to motivate and engage students as effective learners and to promote good student relationships
Strong organisational and management skills
An understanding of how assessment for learning can improve student performance
A confident and competent user of ICT
Ability to use student assessment data to raise standards
Able to communicate both orally and in writing to students and their parents

Knowledge

- Essential:** A clear philosophy on how and why the subject should be taught
Subject knowledge sufficient to challenge able students and achieve high outcomes
A good understanding of curriculum developments in relevant subjects.
- Desirable:** Knowledge of National Curriculum EYFS, Key Stages 1 and 2
Knowledge/experience of girls only education
Knowledge of the London Independent day school system

Personal competencies and qualities

- Essential:** Enthusiasm and a positive outlook
The ability to work independently and collaboratively as a member of a team
Creativity in problem solving together with a willingness to take on new approaches
A positive attitude towards professional development and their own learning
Reliability and integrity
Good attendance record
- Desirable:** Ability to work under pressure
Sense of humour
Flexibility

Pembroke Hall is committed to safeguarding and promoting the welfare of children and young people and as an employee of Pembroke Hall you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within Pembroke Hall School and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.