

# Job Description – Subject Teacher

**Accountable to:** Head of Subject, Deputy Head (Professional Development), Headteacher

**Purpose:** Under the general supervision of the Head of Subject to:

* teach to the full range of ability at Key Stages 3 and 4
* include some teaching of A level if appropriate
* promote and safeguard the welfare of children and young persons across the subject.

## Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher’s Pay and Conditions Document Part XII and the Teachers Standards document.

a) To teach effective lessons and be responsible for this to the Head through the Team Leader.

b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.

c) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.

d) To produce effective reports on pupil progress and targets for improvement.

e) To ensure high standards of behaviour from students.

f) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.

g) To attend all team meetings (subject and pastoral).

h) To discuss with the Team Leader and colleagues those aspects of pupils’ performance which are a cause for concern, and to seek advice, guidance or support where appropriate.

i) To promote the general progress and personal and social well-being of any assigned group of pupils through the school’s tutorial and PSE programme.

j) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.

k) To provide work for classes (whenever possible) when absent.

l) To communicate and consult with the parents of pupils through attendance at Parents’ Evenings.

m) To have regard to the school Health and Safety policy.

n) To promote and safeguard the welfare of children and young persons across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the Team Leader and the Leadership Team link (on behalf of the Headteacher).

Teacher

Signed ……………………………………………………… Printed …………………………………… Date………………………………

Head of Subject

Signed ……………………………………………………… Printed …………………………………… Date………………………………

**PERSON SPECIFICATION**

These are skills and attributes that we would expect the successful candidate to possess

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|  | **Essential Criteria** | Desirable Criteria |
| Education & Qualifications and experience | A good relevant honours degree  Qualified Teacher Status  Working knowledge of the new National Curriculum for teaching the relevant subject  Understanding of how the new National Curriculum is changing the teaching of the relevant subject | Experience of teaching the relevant subject to Sixth Form students |
| Skills | Adopts appropriate teaching styles to suit all students  Maximises use of ICT to enhance teaching and learning  Works to develop the department in accordance with the departmental Improvement Plan and as agreed with the line manager  Develops an area of the curriculum within the department |  |
| Professional Development | Actively engages with the Schools CPD Programme |  |
| Personal Qualities | Commitment and desire to fully contribute to the opportunities presented by the School  Committed to the practice of individual target setting in order to raise achievement  Uses initiative to deliver results and overcome issues  Has the drive, determination and enthusiasm to work effectively  Can tolerate pressure and manage workload to meet deadlines  Adopts a collaborative approach  Plans for changing needs and circumstances and is able to adapt quickly and positively  Reports clearly and thoroughly on work completed  Brings new ideas to the School/Department  Can be relied upon  Committed to the protection and safeguarding of children and young people  Values and respects the views and needs of children  Values and respects the different experiences, ideas and backgrounds others can bring to work and to teams  Role models behaviour commensurate to the post and which promote the School’s core values |  |

**Midsomer Norton Schools’ Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers share to this commitment.**