

Job Description

**Post: Subject Teacher**

Accountable to: Head of Subject

**PURPOSE**

1. Implement and teach high quality lessons over an appropriately broad, balanced, relevant and differentiated curriculum.
2. Monitor and support the overall progress and development of students as a teacher/ form tutor.
3. Ensure students make progress and achieve.
4. Meet the Professional Standards relevant to your role and grade.

**ROLES AND RESPONSIBILITIES  
  
Ethos**

* Raise aspirations of staff and students.
* Celebrate achievement at all levels.
* Create opportunities for students to be the best they can.

**Curriculum and Planning**

* Assist in the process of curriculum development.
* Plan with Inclusion Staff to meet the needs of individual students.
* Contribute to the department improvement plan and its implementation.

**Learning and Teaching**

* Assist in the development of appropriate syllabuses, resources, schemes of learning, lesson plans and marking policies.
* Plan and teach high quality lessons.
* Teach students using a variety of classroom strategies which will stimulate learning.
* Mark students’ work.
* Assess, record and report on the attendance, progress, development and attainment of students.
* Provide, or contribute to, oral and written assessments, reports and references relating to students.
* Ensure that ICT, Literacy and Numeracy are reflected in lessons.
* Maintain discipline in accordance with the Academy’s policy and procedures.
* Reflect upon your own practice.

**Standards and Achievement**

* Ensure all students make good progress.
* Ensure students know what they need to do to improve and respond to feedback.
* Ensure students are entered for appropriate exams/boards and tiers of entry.

**Tutoring**

* Lead the tutor group.
* Foster and have oversight of the tutor group’s academic and social progress.
* Provide opportunities for PHSE.
* Be the first point of contact between home and the Academy.

**Liaison**

* Communicate effectively and co-operate with parents/carers and outside agencies.
* Follow agreed policies for communications.
* Work closely with all colleagues sharing best practice.
* Attend and participate in meetings as required.

**Other**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of Academy staff.
* Be committed to safeguarding and promoting the welfare of young people.
* Be aware of diversity. Help ensure everyone has equal access to the services of the Academy and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
* Participate in the performance management process and take responsibility for continuing professional development.
* Implement and comply with all Academy policies.

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. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Employee Name:…………………………………………

Employee Signature:…………………………………….

Date:…………………………..