



SUBJECT TEACHER JOB DESCRIPTION

Job Title:	Subject Teacher
Line Manager:	Subject Coordinator / Head of Upper School (school size dependent)

Purpose of Job

- Working to the Subject Coordinator / the Head of Upper School in maintaining high academic standards within their subject area.
- To ensure that students are supported in their learning journey through Upper School and set the highest aspirations for their students' achievement and development, both in the classroom and through the many extra-curricular activities on offer.
- Model and promote best practice in the teaching and learning in the subject
- Monitor and evaluate all aspects of the work of the subject and to respond appropriately to emergent issues ensuring that students are supported in their learning journey

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the values, vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Take a fair and appropriate share of duties.
- Maintain a teaching load appropriate to the position, including the participation of Enrichment Activities if appropriate, and as directed by the HoUS.
- Support and attend all major school events.
- Are committed to safeguarding and to promoting the welfare of children and young people

Teaching, Learning and Assessment

- Possess a functional familiarity with the relationship between the UK National Curriculum guidelines, Chinese National Curriculum and Harrow Haikou Long and Medium Term Plans (LTP / MTPs), lesson plans and evaluation for the particular year groups/subjects taught.
- Keep up to date with curriculum developments through reading and CPD opportunities, attending CPD organised by school and proactively looking to further develop as a teacher
- Plan, prepare and document lessons.
- Manage curriculum development and associated resources in a manner that challenges and interests students and is appropriate to their needs and skill-levels.
- Take responsibility for curriculum delivery and associated resources in a manner consistent with school and departmental policies and procedures.
- Maintain an ongoing assessment of and for learning (alongside formal school assessments / examinations)

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related to MTPs and associated learning objectives.

- Prepare students for and administer summative assessment programmes including both school-based and externally examined assessments.
- Maintain consistency with internal and relevant external marking schedules and moderation procedures.
- Maintain legible, verifiable, accurate, comprehensive, defensible and fair records of formative and summative assessment results.

Write reports on student performance for internal and external use as required.

- Be an outstanding role model, setting high personal expectations of subject teaching, curriculum planning, professionalism, professional development and administration
- Promote a positive ethos ensuring that all students are stretched and challenged, enjoy and value academic subjects
- Possess a functional familiarity with the relationship between the UK National Curriculum guidelines, Chinese National Curriculum and Harrow Haikou Long and Medium Term Plans (LTP / MTPs), lesson plans and evaluation for the particular year groups/subjects taught.
- Keep up to date with curriculum developments through reading and CPD opportunities, attending CPD organised by school and proactively looking to further develop as a teacher
- Take responsibility for curriculum delivery and associated resources in a manner consistent with school and departmental policies and procedures.
- Maintain an ongoing assessment of and for learning (alongside formal school assessments / examinations) related to MTPs and associated learning objectives.
- Prepare students for and administer summative assessment programmes including both school-based and externally examined assessments.
- Maintain consistency with internal and relevant external marking schedules and moderation procedures.
- Maintain legible, verifiable, accurate, comprehensive, defensible and fair records of formative and summative assessment results.
- Promote student independence, leadership and voice within the curriculum
- Ensure that all internal examinations are set, conducted and marked in a manner consistent with external examination expectations
- Promote cross-curricular dimensions and the development of cross-curricular functional skills: literacy, numeracy, and digital literacy

Close Personal Tutoring

Tutors are best placed to ensure that students receive an excellent standard of care, guidance and support during their time at HBJ. In conjunction with the practices and responsibilities laid out in the academic professional staff handbook, it is the tutor's responsibility to be approachable, engaged and informed with regards to their tutees. Tutors should be the first point of contact for both their tutees and parents and, as such, will facilitate the support or guidance for the tutees using up-to-date tracking and monitoring data. CPT will include:

- Any, and all, discussion regarding the academic and personal development of students at Harrow Haikou involving members of staff, students and parents.
- Discussions or intervention with students between tutors, teachers or the Pastoral Leadership Team (PLT).
- Formal reviews between tutors, teachers or the PLT of each student's personal academic profile with the aim of supporting academic achievement.
- Correspondence from tutors, teachers or the PLT to parents discussing each student's personal academic profiles and leadership awards.
- Regular correspondence with parents.
- Weekly tutor time programme.



- Holistic Studies (HS) schedule, planning, and implementation.
- House events, support and guidance.
- Support the House Parent Representative in their duties

Welfare and Discipline

- Monitor the work of class/form students, providing guidance, advice and admonishment.
- Write and maintain relevant records for individual student files and write reports.
- Lead Personal Development (PD) tutorial sessions.
- Communicate and consult with parents.
- Participate in, and document, meetings for any of the purposes above.
- Participate in the maintaining of high standards of behaviour and uniform of students in the classroom and in all school locations and activities.
- Follow Harrow Haikou policies with regard to the health and safety of students both on and off the school premises when students are under the school's jurisdiction.
- Take a pastoral interest in students in curriculum and Enrichment Activities and around the school environs so that they feel noticed, valued and cared for.
- Carry out supervision duties as required to ensure safety and development of both Day and Boarding students

Communication

- Effectively align the subject to the school vision and values
- Promote an ethos of teaching in the subject matching Harrow expectations and aligned to the teaching standards document
- Support the Cover Supervisor with arrangements for classes when staff are absent
- Analyse, evaluate and respond to student performance and contextual data in the subject
- Contribute to Department meetings effectively
- Ensure effective communication/consultation with parents and carers including information about supporting their child at home
- Liaise with Examination Boards, Awarding Bodies, and other relevant external bodies
- Communicate subject specific information (where appropriate) across the school e.g. calendared events

Collegiality

- Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
- Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists.
- Supervise students during non-period time as determined by the duty rota.
- Supervise classes on behalf of colleagues as determined by the cover schedule.
- Behave at all times in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Harrow Haikou.

Other Responsibilities

- Harrow Haikou offers full and part-time boarding to students from Year 6 and up. All of our staff make a contribution to our lively boarding programme of evening and weekend activities and excursions at various times throughout the academic year. This is a fun and rewarding way of supporting the development of our students and building strong relationships within the Harrow and wider community.



- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head deems necessary for the effective operation of the school

Personal Specification

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development

Knowledge and experience

- Minimum two years' teaching experience
- Be aware and up to date in all relevant safeguarding policies and practice
- Knowledge and experience of how to use of ICT effectively in promoting student learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with students for whom English is not their first language

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.