**Name**

**Job Title** **Subject Teacher**

**Salary See advert**

**Responsible to** Headteacher and Trustees of Hindhead Campus

**Job Purpose** To carry out the professional duties of a teacher in accordance with the school's policies and procedures under the direction of the Headteacher

**Roles and Responsibilities: Subject Teacher**

1. **Planning, Teaching and Learning**

Planning for ***excellent*** teaching and learning through:

* Creating a climate for learning that is conducive for ***excellent*** practice
* Identifying clear teaching and learning objectives
* Differentiating to provide support for students with Additional Learning Needs (ALN) and challenge for those who are gifted and talented;
* Making effective use of assessment for learning strategies including effective questioning skills
* Maintaining good discipline in accordance with the school’s code of conduct and encouraging good practice regarding punctuality, behaviour, presentation of work and homework
* Using a variety of teaching strategies to motivate and challenge students, and ensure high levels of interest
* Developing effective approaches to SDL and use technology to support learning
* Reflecting on and evaluating own teaching to improve effectiveness

1. **Monitoring, Assessment, Recording, Reporting**

* Assess how well learning objectives have been achieved through AfL strategies
* Mark students work in line with the school’s Marking Policy and set targets for improvement
* Use assessment data to inform lesson planning
* Assess and record students' progress and attainment
* Undertake assessment of students’ work as required
* Produce reports for parents in line with the school calendar

1. **Curriculum Development**

* Contribute to subject development by producing, reviewing and updating curriculum plans and schemes of work
* Keep subject knowledge up-to-date through CPD and professional reading
* Attend CPD workshops as directed by the Headteacher or Focus Learning Trust

1. **Other Professional Requirements**

* Contribute fully to a positive and effective working environment
* Collaborate with other staff, as and when needed
* Be independent and use own initiative
* Operate within the policies and practices of the school and Focus Learning Trust
* Establish effective working relationships with colleagues and set an outstanding example to stakeholders through personal and professional conduct
* Take part in the school’s performance management cycle and attend meetings with the reviewer at least once per term
* Attend staff meetings, Parents’ Meetings, other meetings and other meetings as per the school calendar
* Undertake staff duties in line with the school’s Staff Duty Rota
* Undertake exam invigilation duties as required
* Cover for absent colleagues as required
* Undertake additional duties as required by the Headteacher and the Trust

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trustee, HR

Sept 2018