

## **SUBJECT TEACHER IN CHARGE**

### **JOB DESCRIPTION**

**Job Title:** Teacher in charge

**Location:** Bohunt School Worthing

**Responsible to:** Head of Faculty

**Liaises with:** Headteacher, Head of School, Head of Faculty, Head of Department for MFL, other Heads of Department, and relevant staff with cross-school responsibilities, relevant non-teaching Support Staff, parents.

#### **Job Purpose**

- To actively support and subscribe to the school's aims and objectives.
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others within the subject.
- To ensure the provision of appropriately broad, balanced, relevant and differentiated curriculum for students studying within the subject, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To be accountable for leading, managing and developing the subject area.

#### **Operational/Strategic Planning**

- To lead implementation of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within the subject.
- The day-to-day management, control, and operation of course provision within the subject, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement school policies and procedures.

#### **Curriculum Provision**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and evaluation process.
- To meet the statutory requirements.

## **Curriculum Development**

- To lead curriculum development for the subject
- To keep up-to-date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the HOF/Line Manager to maintain accreditation with the relevant examination and validating bodies.

## **Staff Development**

- To work with HOF/Line manager to support staff development needs that are identified and appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the subject team members as appropriate.

## **Recruitment/Deployment of Staff**

- To support HOF/Line manager performance management reviews within the designated subject.
- To make appropriate arrangement for classes when staff are absent, ensuring appropriate cover and work is provided for cover/supply staff within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction for new staff in line with the school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school ITT, SD and NQT programmes.
- To share good practice with other departments in order to promote high standards throughout the school.

## **Quality Assurance**

- To ensure effective operation of quality control systems.
- To establish high common standards of practice within the subject and develop the effectiveness of teaching and learning styles in all subject areas.
- To contribute to the school procedures for lesson observation and self-evaluation.
- To implement school quality procedures and to ensure adherence to those within the subject.
- To seek/implement modification and improvement where required.

- To support HOF to ensure quality procedures meet the requirements of self-evaluation and the School Improvement Plan.

### **Management Information**

- To ensure effective operation of quality control systems.
- To establish high common standards of practice within the subject and develop the effectiveness of teaching and learning styles in all subject areas.
- To implement school quality procedures and to ensure adherence to those within the department.
- To seek/implement modification and improvement where required.

### **Communication**

- To ensure that all members of the subject are familiar with its aims and objectives.
- To ensure effective communication/consultation with students and their parents.
- To liaise with partner schools, higher education, industry, examination boards, award bodies and other relevant external bodies.
- To represent subject views and interests.

### **Marketing and liaison**

- To contribute to the School marketing activities, e.g. the collection of material for press releases.
- To contribute to the development of effective links with the community, attendance where necessary at events and the effective promotion of the department at Open Days/Evenings and other events in the wider community.
- To actively promote the development of effective links with external agencies.

### **Management of resources**

- To work with HOF/Line Manager in order to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- To work with HOF in order to ensure that the subject's teaching commitments are effectively and efficiently timetabled and roomed.
- To ensure that there are high quality learning environments within the Department area.

## **Pastoral System**

- To monitor and support the overall progress and development of students within the subject.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To implement the Behaviour Management policy in the subject so that effective learning can take place. Assist members of the subject with behaviour management as necessary.

## **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **Other Specific Duties**

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown will be reviewed in the mid of the academic year, but, in consultation with you, maybe changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Nov 2019**