



## Subject Teacher

All MVA staff are expected to embody the Ways of Being in their work with us, to be mindful of their safeguarding responsibility for all students, and to ensure they are familiar with and confident in the implementation of school policies.

Subject teachers have responsibilities that include to:

- Ensure familiarity with VLP course content, uploading live lesson resources to modules in advance of lessons taking place.
- Ensure familiarity with student baseline data and individual needs and circumstances.
- Plan, prepare and teach impactful live lessons, taking into account the individual needs and circumstances of students.
- Ensure highly competent working knowledge of, and deploy appropriately in live lessons, a range of tech tools to stimulate engagement by all students.
- Undertake marking of work submitted by students assigned to them, and provide timely feedback.
- Assess, record and report on the development, progress and attainment of the students assigned to them within the guidelines written in the Staff Handbook.
- (As appropriate) plan, prepare and assess internal examinations and formal assessments in line with the schedule outlined in the Staff Handbook.
- Meet deadlines and requirements for feedback to parents in line with the tracking and reporting schedule outlined in the Staff Handbook.
- Contribute subject-specific feedback on students when requested for the purposes of internal/SEND assessments, as well as UCAS and other references
- Attend Parent-Teacher meetings for students they teach, in line with the schedule published in the Staff Handbook.

- Participate in faculty meetings and training days which provide opportunities both for the exchange of views and professional development
- Carry out the administrative tasks and duties outlined in the Staff Handbook.
- Enhance and develop the curriculum, in consultation with the Subject/Faculty Leader, to ensure a thoroughly-grounded, broad-ranging and forward-looking programme of study at each level; and contribute to Schemes of Work as appropriate.
- If asked and if appropriate, assist Content Creation & Curation Champions in the creation of teacher videos to enhance courses on the VLP.
- Participate actively and reflectively in processes for staff appraisal, development and training.
- Maintain efficient and timely communication with students, colleagues and parents via email, Canvas Inbox and, internally, Google Chat.
- Ensure familiarity with school systems (including but not limited to iSAMS [School Management System], CPOMS [safeguarding and child protection system], and the Virtual Learning Platform; and use these in line with procedures in the Staff Handbook.
- Always work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies.
- Promote, through action, the safeguarding of all students in the school - sharing low-level concerns with the DSL/DDSLs and reporting incidents and actions via CPOMS.

Please note that this list is not exhaustive and subject teachers may from time to time be asked to complete other reasonable duties.