



JOB DESCRIPTION – Subject Teacher

This job description acts as guidance to the type of activities/tasks that the Subject Teacher should engage in. It is essential that the Subject Teacher works toward raising the profile of the department, although never to the detriment of another department. Best practice should be shared between departments. This job description is not an absolute catch all for the different subject teachers: subject teachers and their relevant HODs should develop this document template at their discretion.

1. LEADERSHIP AND MANAGEMENT

- 1.1 Work collegially with fellow department teachers inside and outside the classroom.
- 1.2 Engage in CPD opportunities across the department and school as a whole.
- 1.3 Undertake department responsibilities for documentation, cover, marking etc. as delegated by HOD as and when necessary.
- 1.4 Attend regular department meetings.
- 1.5 Set a positive example to all department members.

2. TEACHING AND LEARNING

- 2.1 Teach lessons to the highest standard, ensuring lessons are properly planned.
- 2.2 Ensure that your own standards of teaching are disseminated throughout the department.
- 2.3 As far as possible undertake independent research into teaching and learning practices and issues.
- 2.4 Attend, initiate and undertake common assessment, internal moderation and all aspects of Internal Assessment (IA).
- 2.5 Ensure that differentiated learning is enabled as and when necessary.
- 2.6 Showcase excellent subject knowledge and continually undertake opportunities to develop it.
- 2.7 Ensure that the learning environment within the department is engaging and promotes critical thinking and enthusiasm for the subject.

3. OBSERVATION AND APPRAISAL

- 3.1 Undertake directed role in staff appraisals: observe other teachers in the department on a regular basis to ensure that they are teaching to a high standard.
- 3.2 Follow programmes of observation between department members for sharing of best practice.
- 3.3 Encourage informal observation (operate open door policy if necessary) within the department to ensure a learning culture is established in the department.

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4. DOCUMENTATION

4.1 As directed by the HOD, keep departmental documentation up to date- this includes course outlines and full schemes of work for all age groups. When necessary, assist the HOD with documentation such as departmental handbook, departmental minutes, book requisition forms, stock/resources catalogue, budget records, options booklet entries etc.

4.2 Maintain a filing system as appropriate- to include shared resources, past papers for internal and external exams, inset/CPD material from courses, examination reports, mark schemes.

5. TRAINING AND INSET

5.1 Engage in PD as and where necessary to ensure that you are up to date with latest developments in education, especially in relation to examination courses.

5.2 Conduct training internally in relation to your own subject as and when needed.

5.3 Offer expertise on a whole school basis to help with school wide INSET.

6. INTERNAL EXAMINATIONS

6.1 Help organize annual and periodical examinations for each year group to ensure that curriculum content is being learned fully.

6.2 Assist in establishing Mock examinations in Years 11 and 13 to prepare these important years for their public examinations.

6.3 Keep a record of all examination scores to ensure that progress is benchmarked against previous scores.

6.4 Assist in setting common assessment tasks each term to ensure progress is tracked.

7. COURSEWORK AND PUBLIC EXAMINATIONS

7.1 Set, monitor, mark and keep accurate records of coursework as appropriate in relation to public examinations.

7.2 Be responsible for passing on examination entries/centre targets etc to appropriate HOD and/or Head of Key Stage for proper administration of examinations.

7.3 Set up a proper programme for any internally administrated public examinations

7.4 Be responsible for collating any external examination results.

7.5 Assist in preparing an annual report to (include analysis) Headmaster on external examination results. This should include reference to CAT4 scores and projections.

7.6 Advise students on re-takes/re-marks of public examinations.



8. MARKING AND MODERATION

- 8.1 Align with the school and departmental feedback policy.
- 8.2 Ensure both personal and departmental marking is done to a very high standard.
- 8.3 Ensure marking is done on a regular basis and work is returned to students on a timely basis.
- 8.4 Ensure constructive feedback on marking.
- 8.5 Ensure examination marking is shared as appropriate between department members and is done in a timely fashion.
- 8.6 Ensure coursework marking is shared between department members and that it is accurately moderated through a joint meeting.
- 8.7 Encourage peer marking to ensure students understand examination requirements themselves.
- 8.8 Ensure all students are familiar with the requirements of public examination/coursework mark schemes, so they understand the criteria and levels they are seeking to attain.

9. STUDENT SUPPORT

- 9.1 Give additional student support as and when required (within reason) both inside and outside the classroom. Encourage your departmental colleagues to be available to students (within reason) beyond the classroom.
- 9.2 Give extra support as and when needed (within reason) in external examination preparation. This could include clinics or drop-in sessions.
- 9.3 Support students in your subject who are preparing for special examinations e.g. Common entrance or Scholarships in Year 8 or university specific entry examinations (e.g. BMAT, LNAT ETC.).
- 9.4 Help establish a common policy towards differentiation of learning for pupils.
- 9.5 Ensure extra help is given in conjunction with the Learning support department.
- 9.6 Help establish a Gifted and Talented policy for your department and events to stretch the G & T e.g. essay competitions, specialist groups, extension tasks.
- 9.7 Prepare candidates for University entry in your subject.

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