

JOB DESCRIPTION FOR A SUBJECT TEACHER

1. The Key Purpose of the Position

To contribute to raising standards of student achievement in a subject area(s) by teaching a timetable of lessons and supporting the subject leader in the achievement of whole school and department goals as stated in the department's strategic plan

2. Line Management Responsibility

The teacher is line managed by the appropriate Subject or Cluster Leader

3. Responsibilities

A Generic Responsibilities

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- v. All staff must know what to do in the event of the fire alarm sounding.
- vi. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- vii. All staff are expected to participate in the school's performance review system.
- viii. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- ix. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- x. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- xi. All staff are required to follow all agreed school policies and procedures.
- xii. Staff should at all times set an example of personal integrity and professionalism.
- xiii. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

B Teaching

- i. To have high expectations of all students based on relevant data.
- ii. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the syllabus & the needs of the students.
- iii. To assess, record & report on the attainment, attendance & progress of students keeping such records as are required.
- iv. To provide or contribute to oral and written assessments, reports & references relating to individual or groups of students.
- v. To prepare & update subject materials.
- vi. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work.
- vii. To assess students' work in line with school policies & procedures referring to student performance targets.

C Curriculum Provision & Development

- i. To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work & teaching strategies.
- ii. To contribute to the development & implementation of the subject's strategic plan.
- iii. To plan & prepare courses and lessons.
- iv. To attend & contribute to subject meetings.

D Monitoring & Evaluation

- i. To use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action.
- ii. To review on a regular basis methods of teaching.
- iii. To produce annual reports and mid term grades for all students taught

E Pastoral

- i. To be a form tutor to an assigned group of students.
- ii. To liaise with a Year Leader in implementing the school's pastoral policies.
- iii. To register students and accompany them to assemblies.
- iv. To enable, encourage & support a forms participation in the Student Council.
- v. To support the House system and the participation of students in House extra-curricular activities.
- vi. To report to the Year Leader problems experienced by students & how these may be resolved.

- vii. To communicate with parents & outside bodies as appropriate.
- viii. To teach the PSHEE, Study Skills & Citizenship programmes appropriate to the year group under the direction & guidance of the subject leaders for PSHEE & Citizenship and Careers.
- ix. To attend form tutor meetings.

F Other Responsibilities

- i. Where appropriate, ensure the effective deployment of classroom support.
- ii. To work as a member of a team (subject and year tutors), positively contributing to effective working relations within the school.
- iii. To communicate, where necessary with parents and external bodies, following school policies.
- iv. To attend Open Evenings, Parents' Evenings & Speech Night.
- v. To attend morning assemblies with the tutor group being registered and the appropriate House assembly.
- vi. To attend staff morning briefing unless on duty.
- vii. To undertake before school, recess & bus duties as stated in the "Staff Duty Rota"

This job description is applicable from XXXXXXXX

Name_____ (Postholder)

Signed_____ (Postholder)

Date_____