



## **Job Description**

**Job Title:** General Subjects Teacher

**Reports to:** Head of the Junior School

### ***Principal Role***

The post holder is required to undertake the role of a General Subjects Teacher and Form Tutor, as well as those duties associated with being a member of staff at Eltham College Junior School.

### ***Main Duties***

- Teaching the core subjects of English and Maths to their form, as well as any other subjects according to timetable needs;
- Providing a rich and varied learning environment that allows children to develop their skills and abilities to their full potential;
- Offering a broad and balanced range of opportunities for achievement to all pupils;
- Developing logical, critical and imaginative thinking to the highest potential in each pupil;
- Improving effective use of language of the pupils, both written and spoken;
- Establishing sound foundations of numerical, mathematical and, where appropriate, scientific and technological understanding, and delivering the curriculum set by the school;
- Inspiring a love of learning for its own sake and to value scholarship;
- Preparing pupils to take up places in Senior Schools, especially Eltham College, where they will be able to flourish, building upon foundations of good learning and well-established work habits;
- Upholding the ethos of the school at all times;
- Reinforcing the high level of behaviour and deportment both at school and on school trips;
- Abiding by the objectives and targets of the school, and following the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records;
- Fulfilling personal requirements where appropriate with regard to school policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the school's core values;
- Overseeing the academic progress of pupils in their form;
- Administering the pastoral care of pupils in their form, working with Heads of Section;
- Monitoring the standards of dress and behaviour of their tutees;
- Maintaining an attractive classroom with evidence of pupil's work and stimulating displays for example;
- Communicating with parents appropriately and effectively;
- Reporting back to the whole staff on tutee progress/issues at staff meetings;
- Attending their form's residential visit;
- Encouraging creativity through active participation in Art, Dance, Drama and Music;
- Fostering concepts of moral responsibility and to awaken our pupils to the spiritual dimension of life;



- Providing opportunities for the growth of leadership, team spirit, co-operative tolerance and compassion;
- Carrying out any other reasonable requests, in line with the broad responsibilities of the role.

***The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead.***