



Job Description – Subject Teacher

Accountable to: Head of Subject, Deputy Head (Professional Development), Headteacher

Purpose: Under the general supervision of the Head of Subject to:

- teach to the full range of ability at Key Stages 3 and 4
- include some teaching of A level if appropriate
- promote and safeguard the welfare of children and young persons across the subject.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII and the Teachers Standards document.

- a) To teach effective lessons and be responsible for this to the Head through the Team Leader.
- b) To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- c) To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- d) To produce effective reports on pupil progress and targets for improvement.
- e) To ensure high standards of behaviour from students.
- f) To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- g) To attend all team meetings (subject and pastoral).
- h) To discuss with the Team Leader and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- i) To promote the general progress and personal and social well-being of any assigned group of pupils through the school's tutorial and PSE programme.
- j) To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- k) To provide work for classes (whenever possible) when absent.
- l) To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- m) To have regard to the school Health and Safety policy.
- n) To promote and safeguard the welfare of children and young persons across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the Team Leader and the Leadership Team link (on behalf of the Headteacher).

Teacher

Signed Printed Date.....

Head of Subject

Signed Printed Date.....