



# JOB DESCRIPTION

## SUBJECT TEACHER

### Job Holder:

**Job Title:** Subject Teacher

**Salary:** in line with published STPCD pay scales and commensurate with length of service and experience

**Responsible to:** Subject Leader

**Contractual Hours:** 32.5 hours per week

### 1. PURPOSE OF JOB:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student learning & progress.
- To ensure the provision of appropriately broad, balanced, relevant and differentiated lessons for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
- To provide the highest quality of education, care and preparation for life in a stimulating and exciting environment for all students in the school.
- Promote the ethos and vision of the school at all times.

### 2. MAIN (CORE) DUTIES:

#### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To prepare and teach lessons to the teaching groups assigned by the subject leader using methods appropriate to the age and ability of each individual student.
- To ensure that lesson plans include clear differentiation to cater for students of all abilities, including the most able.
- To undertake assessment of student progress, setting targets and monitoring performance in line with school and departmental policies.
- To participate with the Subject Leader and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities.
- To set and assess meaningful homework on a regular basis according to the school's homework policy.

- To maintain an up to date knowledge of the subject, and utilize a range of teaching methods in line with currently acknowledged best practice.
- To use directed time to actively contribute to the wider life of the school by organizing and running appropriate extra-curricular activities.
- To share in the preparation and delivery of PSHCE lessons, if so directed by the Headteacher.

### **Operational**

- To actively monitor and follow up student progress.
- To implement school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure that equipment and books are maintained in accordance with school policies.
- To register each class using the electronic registration system according to school procedures.
- To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy.
- To supervise the use and care of the school fabric and equipment by students and to ensure their adherence to relevant health and safety regulations.
- To take responsibility for particular aspects of the subject(s) including, as appropriate, administrative or supervisory duties in consultation with the Subject Leader.
- To maintain the allocated teaching areas to ensure that that are conducive to a stimulating and exciting learning experience.

### **CURRICULUM PROVISION AND DEVELOPMENT:**

- To ensure that lessons and sequences of lessons in the curriculum area contribute fully to school policies.
- To ensure appropriate differentiation is in place in lessons and sequences of lessons to meet the needs of all groups of students, and to liaise with the Inclusion Manager as appropriate.
- To teach lessons and sequences of lessons in accordance with the national curriculum and examination courses at all levels in the curriculum area.
- To keep up to date with national developments in the curriculum area and teaching practice and methodology.
- To be responsible for the development of Literacy and Numeracy and personal learning and thinking skills in the curriculum area.

### **STAFF DEVELOPMENT, RECRUITMENT AND DEPLOYMENT:**

- To participate in school-based research or INSET designed to improve teaching and learning and to lead reflective subject-based discussions on these.
- To act as performance management reviewer for other staff as directed by the Headteacher.

- To make appropriate arrangements for classes when absent, ensuring appropriate cover within the curriculum area, including liaising with the Cover Officer/relevant staff to secure appropriate arrangements.
- To participate in the school's ITT and CPD programme.

#### **MANAGEMENT INFORMATION:**

- To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system
- To identify and take appropriate action on issues arising from data, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance/self-evaluation cycle for the curriculum area as directed by the Subject Leader.
- To produce reports on examination performance, including the use of value-added data as directed by the Subject Leader.
- To provide the Governing Body with relevant information relating to the curriculum area performance and development as required.

#### **COMMUNICATION, MARKETING AND LIAISON:**

- To be familiar with the aims and objectives of the curriculum area and to be able to interpret the schemes of work and associated resources effectively.
- To undertake relevant tasks delegated by the subject leader, including the production of schemes of work and/or sequences of lessons and associated resources.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To contribute to school marketing activities, e.g. the collection of material for press releases.
- To be involved in the effective curriculum links with partner schools and the community, attendance where necessary at liaison events in partner schools, and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective curriculum links with external agencies.

#### **PASTORAL CARE AND GUIDANCE:**

- To monitor and support the overall progress and development of all students within the assigned teaching and pastoral groups.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, and the wider curriculum of the school as appropriate.
- To ensure the Behaviour Management system is implemented in the assigned teaching and pastoral groups so that effective learning can take place.
- To support colleagues within the curriculum area who are experiencing difficulties with Behaviour Management.

**ADDITIONAL DUTIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and staff and students to follow this example.
- To take responsibility for own ongoing personal development.
- To engage actively in own performance review process.
- To undertake any other duty as specified by the *Statutory Teachers' Pay and Conditions* document not mentioned in the above.
- To share in the corporate responsibility for maintaining the highest standards of behaviour within the school community based on mutual respect between students and staff.
- To take reasonable care of one's own health and safety and that of others.
- To inform the Site Manager of any concerns with regard to Health and Safety.

**ADDITIONAL GUIDANCE:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Headteacher