

Subject Teacher Job Description

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties

Post	Subject Teacher
Specific Duties	<ul style="list-style-type: none"> ▪ Teaching & Learning ▪ Assessment ▪ CPD ▪ Resources ▪ Implementation of school procedures and policies ▪ Reinforcement of the schools ethos
Line Management	Line managed by Director of Learning

Generic Responsibilities

Post Title:	Subject Teacher
Post Holder:	
Responsibilities:	<p><u>Teaching & Learning</u></p> <ul style="list-style-type: none"> ▪ To prepare and teach lessons to the teaching groups assigned by the Director of Learning 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 gifted and talented; ▪ To undertake assessment of student progress, setting targets and monitoring performance in line with school and departmental policies; ▪ To participate with the Director of Learning 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, and should cater for all learning styles; ▪ To set and assess meaningful homework on a regular basis according to the school homework policy; ▪ To maintain an up to date knowledge of the subject and utilise a range of teaching methods in line with currently acknowledged best practice; ▪ To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities; ▪ To share in the preparation and delivery of PSHCE lessons, Focus Days and other enriching activities as required. <p><u>Management and Assessment</u></p> <ul style="list-style-type: none"> ▪ To register each class using the electronic registration system according to school procedures; ▪ To keep appropriate records and to complete assessments and reports for students as required by the whole school policy; ▪ To monitor and control the use and storage of teaching materials, books and equipment; ▪ To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations; ▪ To take responsibility for particular aspects of the subject(s) in consultation with the Director of Learning; ▪ To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.

	<ul style="list-style-type: none"> ▪ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students; ▪ To ensure that equipment and books are maintained in accordance with school policies.
Communications/ Meetings:	<ul style="list-style-type: none"> ▪ To alert Directors of Learning and Student Development Leaders to problems arising with individual students in accordance with whole school policies; ▪ To participate actively in meetings with colleagues and parents; ▪ To attend CPD sessions as agreed with your line manager ▪ To use directed time to attend target setting and review meetings, teaching and learning meetings, staff meetings and working parties related to new initiatives in teaching and learning and any other meetings as directed by the Principal. ▪ To actively research new methods of teaching, to pilot them and to report back on their effectiveness.
Additional Duties:	<ul style="list-style-type: none"> • To undertake whole School duties as outlined in targets set each year. • To continue personal development as agreed at appraisal. • To engage actively in the performance review process. • To address the appraisal targets set by the line manager. • To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above. • To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To promote actively the School's corporate policies. • To comply with the School's Health and Safety policy and undertake risk assessments as appropriate. • To show a record of excellent attendance and punctuality. • To adhere to the School's policies.
Reporting To:	Director of Learning
Responsible For:	
Liaising With:	Principal, Senior Vice Principal, Vice Principals, Assistant Principals, DoL's, Subject Co-ordinators, Student Development Leaders and relevant staff with cross-School responsibilities, relevant non-teaching support staff, parents, Governors and outside agencies as required.
Contract Type:	Part time
Disclosure Level:	Enhanced