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**JOB DESCRIPTION**

**Subject Teacher and Form Tutor**

You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to government legislation.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School.

To fulfil such other duties as may reasonably be expected by the Head of School in line with the expectations of your post.

# Your Principal Responsibilities as a Subject Teacher and Form Tutor

* To facilitate and encourage learning which enables students to achieve high standards
* To share and support the school’s responsibility for the well-being, education and discipline of all students
* To contribute to the mission and continuous development of the school

**Your Specific Duties as a Subject Teacher and Form Tutor**

* Prepare and teach lessons of a high standard to the students assigned to you:
  + Following agreed school policies on teaching and learning
  + Following designated programmes of study
  + Carrying out the necessary assessments
  + Setting and marking homework and monitoring homework diaries
  + Providing information/comments for records
  + Monitoring students in accordance with agreed departmental and school strategies
* Maintain discipline in accordance with school policies and demonstrate good practice with regard to attendance, appearance, uniform, punctuality, behaviour, homework, etc.
* Contribute to agreed practices of department and school development, record keeping, monitoring, evaluation of lessons and development and maintenance of resources
* Contribute to agreed practices for monitoring the academic, behavioural and social welfare of student.
* Engage in continuous professional development in relevant areas

# Your General Duties as a Subject Teacher and Form Tutor

* To take part in published arrangements for Performance Management and Departmental Evaluation
* To participate in appropriate meetings with colleagues and parents
* To set work for classes when absent
* To provide cover for absent colleagues according to agreed school policy
* To carry out a share of supervisory duties in accordance with agreed practices

# Performance Management

(Based on threshold standards and the school’s agreed criteria for UPS2 and UPS3)

* Knowledge and Understanding
  + Demonstrate a thorough and up-to-date knowledge of the teaching of you subject(s) and take account of wider curriculum developments which are relevant to your work.
* Teaching and Assessment
  + Demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet students’ learning needs
  + Demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management
  + Demonstrate that you consistently and effectively use information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback
  + And, at UPS 3 level: Make a distinctive contribution to raising students’ standards
* Student Progress
  + Demonstrate that, as a result of your teaching, your students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally
* Wider Professional Effectiveness
  + Take responsibility for your professional development and use the outcomes to improve your teaching and students’ learning
  + Make an active contribution to the policies and aspirations of the school
  + And, at UPS2 level: seek to share your expertise with colleagues
  + And, at UPS 3 level:
    - Take advantage of appropriate opportunities for professional development
    - Use professional development effectively to improve students’ learning;
    - Contribute effectively to the work of the wider team
    - Play a critical role in the life of the school
* Professional Characteristics
  + Demonstrate that you are an effective professional who challenges and supports all students to do their best through:
    - Inspiring trust and confidence
    - Building team commitment
    - Engaging and motivating students
    - Analytical thinking
    - Taking positive action to improve the quality of students’ learning
    - And, at UPS3 level: Providing a role model for teaching and learning

# Accountability

* You are immediately responsible to the appropriate Head of Department in any of your non-specialist subjects
* All members of staff are ultimately responsible to the Head of School