# JOB DESCRIPTION

PERMANENT POST: **CLASS TEACHER AND SUBJECT LEADER**

RESPONSIBLE TO: HEADTEACHER

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document and in the Teachers’ Standards in accordance with the school’s policies and under the direction of the headteacher. A summary of the key accountabilities is included below.

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1. **TEACHING**
2. Plan work in accordance with school schemes of work, National Curriculum programmes of study and Kent Agreed Syllabus for RE.
3. Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
4. Work in collaboration with Teaching Assistants and Inclusion Manager.
5. Take account of students' prior levels of attainment and use them to set targets for future improvements.
6. Set work for students absent from school for health or disciplinary reasons.
7. Maintain good discipline by adherence to the advice given to staff in the staff policy file and elsewhere.
8. Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
9. Set appropriate and demanding expectations for students' learning, motivation and presentation of work.
10. Model good practice especially with regard to areas of curriculum responsibility.
11. To use ICT effectively through teaching of the curriculum and to support the professional role.
12. To ensure that the outdoors is embedded in the curriculum.
13. **ASSESSMENT, RECORDING & REPORTING**
14. Maintain plans and evaluations of lessons undertaken and records of students’ work.
15. Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate, in line with assessment and marking policies.
16. Carry out assessment programmes (e.g. reports) in line with school policy.
17. Maintain and monitor pupil progress data, using these records to ensure support and challenge.
18. Attend consultation evenings, and liaise with parents as appropriate, to ensure they stay informed as to the progress of their child.
19. Be familiar with the SEN Code of Practice and keep appropriate records on identified students.

**3. LEADERSHIP ROLE**

1. To lead designated subject areas throughout the school.
2. Undertake responsibility for monitoring standards in the subject areas they are responsible for across the school.
3. **PROFESSIONAL STANDARDS**
4. Support the aims and vision of the school to promote a “learning community".
5. Treat all members of the community, colleagues and students, with respect and consideration.
6. Treat all students fairly, consistently and without prejudice.
7. Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
8. Promote the aims of the school by attendance at and participation in events such as open evenings, performances and PAFA events.
9. Support the ethos of the school by upholding the behaviour code, etc.
10. Take responsibility for their own professional development and participate in staff training when provided.
11. Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
12. Read and adhere to the various policies of the school as expressed in the School Plan, the staff handbook, etc.
13. Participate in the management of school by attending various team and staff meetings.
14. Undertake duties as prescribed within school policies.
15. Ensure that all deadlines are met as published in the school calendar.
16. Undertake professional duties that may be reasonably assigned to them by the headteacher (e.g. cover, etc.).
17. Be proactive and take responsibility for matters relating to health and safety.

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