

**JOB DESCRIPTION**

**SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE**

**SUBJECT TEACHER – GENERIC**

**NAME OF TEACHER:**

**POST TITLE: SUBJECT TEACHER OF MODERN LANGUAGES**

**COLLEGE: WORLD**

**1 - JOB PURPOSE AND ACCOUNTABILITY**

1.1 Subject Teachers are responsible for the effective planning and delivery of lessons to all the students allocated to them on their timetable, regular assessment of their work and preparation for examinations. All subject teachers also have Form Tutor responsibilities within the appropriate College.

1.2 All staff are ultimately accountable to the Principal.

1.3 Your immediate accountability is to:

G Mills, PT MFL

**2 - GENERIC - TEACHER**

2.1 You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Principal.

2.2 You are to carry out an appropriate share of supervisory duties in accordance with published information.

2.3 You may be expected to teach students in the 11 - 18 age range in your specialised subject, or any other subject reasonably negotiated with your line manager as the school needs develop.

2.4 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

2.5 All staff can expect to take a share in the responsibility for a tutor group or be attached to a tutor team. You will carry out the related duties as agreed and in accordance with the description of the tutor team member.

2.6 All staff play a part in the establishment and on-going development of the school and take a positive approach in the raising of standards, student achievement and development of the learning environment and can expect to be involved in appropriate meetings.

2.7 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards

- 2.8 Attend Departmental meetings, staff meetings and training sessions, according to the meetings cycle
- 2.9 Adhere to the whole-school policies on Learning and Teaching and on Behaviour Management
- 2.10 Follow the Departmental Scheme of Work, and adhere to departmental policy on assessment and reporting, planning, marking, homework
- 2.11 Familiarise yourself with students in your teaching groups with Additional Educational Needs (SEN and Gifted and Talented) and follow appropriate strategies to ensure their needs are catered for in your lessons
- 2.12 Monitor the attendance and punctuality of your students and take appropriate action in case of concern
- 2.13 Liaise with the Subject Leader and Team Leaders as necessary to address any issues of concern about students
- 2.14 You are accountable to the Subject Leader for the behaviour and academic performance of the students in your teaching groups
- 2.15 Provide information as required to ensure the subject leader is fully informed about the work you are doing
- 2.16 Contribute to the development of an organisation in which all staff recognise that they are accountable for the success of the school
- 2.17 Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contributions they can make to the school; in particular, contribute to Parents Evenings and Academic Review Days
- 2.18 Contribute to the ethos of the school in which students, staff, governors, parents and visitors to the school are given a warm welcome, treated with respect and their concerns are dealt with efficiently and effectively
- 2.19 Keep abreast of new educational initiatives and developments relevant to your subject, and bring new ideas forward for discussion with departmental colleagues as appropriate

### **3 - GENERIC – PERFORMANCE MANAGEMENT**

- 3.1 Teachers are expected to meet the standards set out in the School Teachers' Pay and Conditions document
  - Qualified teachers – core standards (C)
  - Post Threshold teachers - post threshold standards (P)
  - Advanced Skills teachers – AST standards (A)
  - Excellent teachers – ET standards (E)
- 3.2 Performance management targets include
  - A pupil progress target linked to your level of responsibility
  - A leadership and management target based on the Department or School Improvement Plan

- A further target based on the School Improvement Plan

3.3 If appropriate, take on the role of team leader for an agreed group of teachers in accordance with the Performance Management procedures

**Note**

- The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.