



Business &  
Enterprise

## Job Description – Subject teacher

The aim of this post, in common with all others, is to sustain and improve the quality of education offered within the school. Heads of Faculty work to promote the ethos of the School and participate in decisions about school policy, resources and behaviour management with the aim of delivering the school mission statement.

To be directly responsible to the designated Line Manager or Head of Faculty for:

### 1. Shaping the Future

#### ***Raising Standards and Achievements***

- As a member of school staff to contribute in the annual School Development Plan, whose primary function is to drive the vision of the School

#### ***Strategic Planning to Implement the Vision***

- To contribute in writing a faculty development plan which will inform the writing of the School Development Plan
- To share responsibility to ensure the school continues to improve in Teaching and Learning

#### ***Key Responsibilities***

- To teach all years and all levels of abilities
- To plan and organise lessons on a short term, medium term and long term basis to ensure the highest quality of teaching and learning, including the organisation of resources and ICT
- To work in close liaison with the Teaching Assistants and Technicians in each lesson to ensure students' IEPs are addressed
- To raise any concerns about the curriculum development of any student with the Curriculum Support Department via the Head of Faculty
- To ensure a sound knowledge and understanding of subject knowledge and pedagogy
- To help in the development of courses and schemes of work in the department/faculty
- To take responsibility for specific tasks allocated by the Head of Faculty
- To maintain class discipline and follow the school Behaviour Management policy
- To implement the school policy and procedures for homework, marking and assessment
- To complete reports for parents to the high quality expected by the school
- To attend faculty/department meetings
- To attend Parents' evenings to discuss individual student's progress
- To organise the display of students' work in the classroom
- To supervise the care of the teaching room in line with H&S regulations
- To run or help with extra-curricular activities to enrich the school curriculum
- To take part in duties before and after school and at break-time
- To adhere to the code of dress as stipulated in the Staff Handbook

### 2. Leading Learning and Teaching

#### ***Schools of Learning and their direction***

- To work with and contribute to the development of courses and schemes of work to

- ensure high quality learning takes place
- To contribute to and work with the Head of Faculty in the review, and periodical update of the School's policies

**Quality Assurance (QA)**

- To be directly involved in overseeing the QA process in the faculty area.
- To ensure, through the performance management system and the line management meetings, that challenging, achievable targets are set and that support is provided, where necessary to ensure that they are met

**Behaviour and attendance**

- To have an active presence around the School, at break, before and after school – on a rota basis.
- To be proactive with the B4Learning system.
- To support the faculty in implementing the School B4Learning system
- To motivate students by providing additional learning opportunities through the extra curricula and enrichment program

**3. Developing Self and Working with Others**

**Developing others**

- To play an active role in the School's performance management cycle.

**Managing workloads**

- To met all deadlines given to help raise standards of achievement in all areas of the faculty.

**4. Securing Accountability**

**Set a good example in terms of dress, punctuality and attendance**

**Accountability to governors and parents**

- To report to the Head of Faculty who can then report to Governors ,when required, with regard to performance and development of the subject area

**5. Strengthening Community**

**Working with the community**

- To contribute to working cohesively with a range of external agencies

**6. General**

- Take on specific tasks relating to the day to day administration and organisation of the School as requested by the Principal
- Take on any additional responsibilities which might, from time to time, be determined by the Principal
- Create and maintain positive and supportive relationships with staff, students, parents and Governors;
- To engage with appropriate training opportunities to promote professional effectiveness in this role.