**Job Description**

Post: **Subject Teacher**

Grade: **United Learning Payscales (PT1 to EPT3)**

Line Manager: **Faculty Leader**

Role Summary: Raise levels of achievement for all students in the subject area

Comply with Every Child Matters Agenda to raise attainment for all students

Operate as part of the wider staff team to assist with any activity which supports the overall aims and objectives of the School

Key Duties and Responsibilities:

**Planning:**

Plan teaching to achieve progression in students’ learning through:

* Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
* Setting tasks for the whole class, individual and group, including homework, which challenges and motivates
* Setting appropriate and demanding expectations for students’ learning, motivation and presentation of work
* Setting clear targets for students’ learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do
* Provide clear structures for lessons, and for sequence of lessons, which maintain pace, motivation and challenge students
* Make effective use of assessment information on students’ attainment and progress in the teaching and planning of lessons and sequence of lessons, including SEN and EAL needs
* Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study

**Teaching and Class Management**

* Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time
* Establish and maintain a purposeful working atmosphere
* Set high expectations of students’ behaviour through well focused teaching and consistent application of the Behaviour Policy and other school systems
* Establish a safe environment, which supports learning and in which students feel secure and confident
* Use teaching methods which sustain the momentum of students’ work and keep all students engaged through:
  + Matching the approaches used to the subject matter and students
  + Clear structure and presentation of content
  + Effective use of resources and time
  + Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
* Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required
* Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress

**Assessment, Recording and Reporting:**

* Mark and monitor students’ class work and homework as required by subject and school policies
* Assess and record student progress as required by subject and the School’s policies, including National Curriculum and other standardised tests, and baseline assessment where relevant
* Write reports and profiles as required, including the National Record of Achievement
* Participate in appropriate meetings with colleagues, parents/guardians and other external agencies as appropriate

**Other:**

* Act as form tutor or co-tutor as required, and follow the routines and procedures outlined in the Staff Handbook
* Staff undertake academic and pastoral tutoring as required
* Deliver PSHEE as required
* Participate in curriculum, pastoral, administration and organisation meetings
* Contribute to the work of curriculum and pastoral teams
* Take responsibility for own professional development and keep up to date with research and development
* Cover for absent colleagues in accordance with the School policy
* Contribute to examination arrangements
* Implement School policies consistently and follow the procedure outlined in the Staff Handbook
* Undertake any other duties reasonably required by the Faculty Leader
* Undertake any appropriate duty as requested by SLT which supports the overall aims and objectives of the School

**Other Duties and Responsibilities**

* To undertake any other specific or time limited leadership or management duties as directed by the Principal

**Key Responsibilities:**

* To support the school ethos
* To contribute to school-wide events
* To support and contribute to the school’s commitment to ‘Every Child Matters’ to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
* To be aware of the school’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
* To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purposes of the school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Person Specification**

**Qualifications and Professional Development**

**Essential**

* Qualified Teacher Status
* A sound academic background in relevant subject

**Desirable**

* Graduate
* Higher degree

**Knowledge, Skills and Competencies**

**Essential**

* Familiar with recent developments in the teaching and learning of the subject including strategies for raising achievement
* Experienced in using a range of teaching and learning styles
* Able to use assessment data to improve achievement
* Equal opportunities
* Able to use ICT across the curriculum and for administrative purposes
* Understand how the National Curriculum applies to all students
* Accepting of how the School Specialisms can be incorporated into the subject

**Experience**

**Essential**

* Experience of teaching in a UK school

**Desirable**

* Experience of contributing to curriculum development within subject area