

## Job Title: Subject Teacher

Responsible to: Curriculum Leader (for subject area)

### Aims of the Post:

To make a significant contribution to the provision of the highest quality of education, care and preparation for life for all students in accordance with the Teacher Standards (indicated in brackets through the rest of this document in italics).

### Duties & Responsibilities:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

### Main Responsibilities as a Subject Teacher and Form Tutor

- To work with the faculty and school in the development and refinement of high-quality schemes which engage, stimulate and challenge all students. This may include taking responsibility for particular courses. (*TS1, TS4, TS5*)
- To ensure that all lessons, including tutor times, are planned using the standardised schemes, and delivered to meet the needs of all students including the most vulnerable. (*TS1, TS2, TS5*)
- To share in the preparation and delivery of SMSC elements in all lessons across the curriculum, including tutor time. (*TS8*)
- To promote a love of learning and develop children's intellectual curiosity. (*TS4*)
- Impart knowledge and develop understanding through effective and efficient use of lesson time. (*TS3, TS4*)
- To maintain an up-to-date knowledge of the subject utilising a range of teaching methods in line with research informed best practice, as outlined in the school's 'lesson on a page'. (*TS3*)
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, oracy and the correct use of standard English, whatever the teacher's specialist subject. (*TS3*)
- Reflect systematically on the effectiveness of lessons and approaches to teaching. (*TS4*)
- To take responsibility for improving teaching through appropriate professional development and responding to feedback from colleagues. (*TS8*)
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the school's homework policy. (*TS4, TS8*)
- To actively contribute to the wider life of the school by contributing to the organising and running of appropriate extra-curricular activities. (*TS8*)
- To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery. (*TS3*)
- To use the school's behaviour management system to ensure that classroom management is highly effective and allows all students to learn well. (*TS7*)
- To act as *loco parentis* to your tutor group – modelling the positive values, behaviours and attitudes expected of students, being the first point of contact for parents and ensuring the pastoral and academic well-being of tutees (*TS1/TS7*).

## Management and assessment

- Know and understand how to accurately assess the relevant subject and curriculum areas, including statutory assessment requirements. (TS6)
- Review student work and provide adequate and appropriate feedback and guidance in accordance with school's policy to ensure all students make good progress.
- To take responsibility for particular aspects of the subject(s) in as directed by your faculty/subject leader.(TS8)
- Make appropriate use of relevant data to monitor progress, set targets and plan subsequent lessons. (TS6)
- Be accountable for students' attainment and progress. (TS2)
- Know and understand how to accurately assess the relevant teaching subject, including statutory assessment requirements. (TS6)
- Actively participate in all moderation activities as directed by your faculty/subject leader.
- To register each class promptly and accurately using the electronic registration system according to school procedures. (TS7)
- To keep appropriate records and to complete assessments and profiles of students as required by the faculty/whole-school policy. (TS6)
- To maintain the allocated teaching areas to ensure that they provide an effective learning environment. (TS8)
- To monitor and control the use and storage of teaching materials, books and equipment. (TS8)
- To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations. (TS8)

## Communications and Meetings

- Communicate effectively with parents with regard to students' achievements and well-being. (TS8)
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. (TS8)
- To alert Faculty Leaders, the Behaviour and Culture team and other relevant staff to problems arising with individual students in accordance with curriculum area and whole-school policies. (TS7)
- To participate actively in meetings with colleagues and parents and, where appropriate, outside agencies. (TS8)
- To attend INSET sessions and working parties related to new initiatives in teaching and learning. (TS8)

## Finance

- To assist in seeking ways of deploying resources to the maximum benefit of the students. (TS8)
- To ensure that equipment, books and premises are maintained in accordance with school policies. (TS8)

## General Duties

- To adhere to the policies and procedures of Denefield School.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teachers' Standards.
- To share in the responsibility for the development and well-being of all students and the wider school community.
- Make a positive contribution to the wider life and ethos of the school.
- To exercise due regard for your responsibility as a role model to students and in representing the school in the wider community.
- Demonstrate consistently the positive attitudes, values and behaviours which are expected within the school community based on mutual respect between students and staff.
- To take a pro-active part in the school's appraisal system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning and student outcomes.
- To take reasonable care of one's own health and safety and that of others and inform the Finance and Business Manager of any concerns with regard to health and safety.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.