

Windsor Learning Partnership

Job Description for the post of:

Subject Teacher



The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Foreword

Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

The purpose of the post

- To maximise the achievement of all students in your charge
- To be responsible for these students' safety and welfare
- To assist in the development of the subject area and other teachers within the school

The postholder reports to: Subject Leader

Main Responsibilities

Teaching and Learning

A teacher must meet the Teachers' Standards.

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by student
- Demonstrate good subject and curriculum knowledge
- Plan and teach well structured lessons
- Adapt teaching to respond to the strengths and needs of all students
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.

- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- demonstrating proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- showing understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.

Curriculum Provision and Development

- To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work and teaching strategies.
- To contribute to the development and implementation of the subject's strategic development plan.
- To plan and prepare courses and lessons.
- To attend and contribute to subject meetings.

Monitoring and Evaluation

- To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action.
- To review on a regular basis methods of learning and teaching.
- To produce interim and annual reports for all students taught in line with the school's assessment and reporting policy.

Pastoral

- To be a form tutor to an assigned group of students.
- To liaise with the House Leader WBS/Year Leader WGS in implementing the school's policies.
- To register students and accompany them to assemblies.
- To enable, encourage and support a form's participation in the Student Council.
- To monitor student handbooks to ensure that homeworks are recorded as appropriate.
- To notify the designated Child Protection Officer immediately about any concerns relating to a student.
- To report to the House Leader WBS/Year Leader WGS problems experienced by students and how these may be resolved.
- To evaluate, monitor and report on the progress of each student.
- To communicate with parents and outside agencies as appropriate.
- To attend form tutor meetings as arranged by the House Leader WBS/Year Leader WGS

Other Responsibilities

- To participate in the school's staff development programme.
- To continue personal development in relevant areas especially subject knowledge and teaching methods.
- To engage actively with the school's performance management programme.
- Where appropriate, ensure the effective deployment of classroom support.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To communicate, where necessary with parents and external agencies, following school policies.

- To attend Open Evenings, Parents' Consultation Evenings.
- To attend morning assemblies.
- To attend staff briefings and meetings.
- To report to the school's Fire, Health and Safety Officer Fire, Health and Safety issues undertaking risk assessments where necessary.
- To undertake break duties as detailed in the staff Duty Rota.

Additional Responsibilities (not TLR or L&M)