

## Teacher - Job Description

Salary	MPS / UPS
Location	St. Aidan's CE High School
Contractual basis	School teachers pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Senior Leadership Team.
Responsible for	n/a

## Overall Purpose of the Job

The Subject Teacher has the central responsibility of encouraging children to learn by making the subject taught both interesting and accessible. The pupil's success in acquiring new abilities, skill and understanding depends primarily on the quality of teaching we are able to offer.

## Areas of Accountability

Among the main responsibilities of the Subject Teacher (who is accountable for these to the Head of Department) are:

- Planning, preparing and teaching lessons in accordance with the Departmental scheme of work and with the specifications of Examination Boards, where appropriate.
- Ensuring that all pupils in the classes for which he or she is responsible are working at an appropriate level and pace.
- Setting and assessing both classwork and homework assignments regularly, and using these and other means to monitor the progress of pupils.
- Maintaining good order at all times in the classroom or working area, and consulting as necessary with the Head of Department and Head of Year about pupils who present problems either of learning or conduct.
- Checking attendance at lessons and where necessary consulting registers to confirm that pupils absent from class are in fact absent from School.

- Completing profiles and assessments on time as required, and writing reports for all pupils taught at the appropriate time.
- Participating with Departmental colleagues in developing the subject within the School; keeping abreast of developments in the subject area; this includes active participation in both subject based and pedagogical professional development.
- Offering personal support to pupils and meeting parents to review pupils' progress.
- Sharing with Departmental colleagues in undertaking the administrative tasks necessary to the effective running of the Department.

No list of responsibilities can really encompass all that is asked of the Subject Teacher; at the heart of his or her task is an active enthusiasm for the subject and an equally active enthusiasm for the young people being taught.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]

### Job Description Acknowledgment

I have received, reviewed, and understand the Job Description for the post of Teacher. I further understand that I am responsible for the satisfactory execution of the key responsibilities described therein.

Name..... Date .....

Signed .....