



Job Description

Post: Subject Teacher (including Form Tutor Responsibilities)

Responsible to: Faculty Leader, Year Group Leader & other designated Line Managers

Job Purpose

The role of the Subject Teacher is central to securing high-quality teaching and learning and ensuring strong progress for all students. In addition to subject teaching, the post holder will carry out the responsibilities of a Form Tutor, contributing positively to students' academic, personal, and social development both within and beyond the classroom.

Key responsibilities:

Teaching & Learning:

- Plan and deliver effective lessons that meet the needs of all students, informed by prior attainment and contextual data.
- Use assessment for learning (AfL) strategies to monitor progress, identify misconceptions, and adapt teaching accordingly.
- Plan appropriately for students with SEND and other identified learner groups, using data and relevant information from school and external stakeholders.
- Implement timely and targeted interventions to support and accelerate student progress.
- Understand and contribute to the effective sequencing of lessons and Schemes of Work to support long-term progress.
- Use a range of teaching and learning strategies, including differentiation, independent learning, literacy, numeracy, communication skills, and effective deployment of additional adults.
- Ensure seating plans are regularly reviewed and adjusted to maximise learning and progress.
- Set high expectations for students, self, and others supporting learning in the classroom.

Assessment, Feedback & Data:

- Use meaningful and valid assessments to identify students' current attainment and inform next steps and intervention.
- Maintain accurate and up-to-date records on school and faculty data systems, including the electronic markbook.
- Ensure marking and feedback consistently follow school and faculty policies.
- Provide regular, constructive feedback and allow students time to respond and act on feedback to secure progress.
- Ensure home learning is purposeful, appropriately pitched, promotes resilience, and is built upon in subsequent lessons.

Behavior & Ethos:

- Act as an exemplary role model, upholding and promoting the school's ethos and values at all times.
- Ensure high standards of behaviour, courtesy, and respect among students throughout the school.
- Apply behaviour management strategies and whole-school policies consistently to ensure learning is not disrupted.

Form Tutor:

- Fulfil the role of Form Tutor under the direction of the Year Group Leader and Senior Leadership Team.
- Support students' academic progress, personal development, attendance, and wellbeing.

Reviewed Spring 2026

- Contribute to pastoral systems, communication with parents, and year group initiatives.

Professional:

- Proactively contribute to faculty development, including Schemes of Work, resources, professional learning, and support for colleagues.
- Proactively support pastoral development through shared resources, professional learning, and collaboration with colleagues.
- To carry out teaching duties as directed within the school timetable.
- Engage fully with the school's Performance Management and Appraisal processes.
- Respond proactively to the Teachers' Standards (2012).
- Attend and participate in all whole-school professional learning sessions.
- Attend consultation evenings and other relevant parent and information-sharing events as outlined in the school calendar.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

This role will be appraised through the school's Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name:

Signature:

Date: