

SOUTHFIELD SCHOOL

JOB DESCRIPTION

Post: SUBJECT TEACHER

Reporting to: Curriculum Leader

Principal Responsibilities

A. Teaching

1. to teach, using a variety of methods appropriate to the abilities of each group, in accordance with school and departmental policies and the current subject schemes of work
2. to ensure that the students work and behave well in class and to deal with unsatisfactory work or behaviour in accordance with school policy
3. to set and mark homework in accordance with department policy and the homework timetable
4. to check students' attendance and punctuality at each lesson and take appropriate action in line with department and school policies
5. to support and challenge students to raise standards of achievement

B. Resources

1. to contribute to curriculum development, through discussions at department meetings and by helping to prepare materials for use by all members of the department
2. to ensure that students treat books and materials correctly and to deal with any misuse as required by the curriculum leader
3. to keep classrooms tidy and to arrange for appropriate displays of materials and of students' work
4. to ensure that all resources are returned to storage as required and that the security of valuable or hazardous items is maintained
5. to inform the curriculum leader of any student whose work is exceptional or gives cause for concern, or is misplaced in the set in which she is currently being taught

C. Records

1. to keep records containing the names of students being taught and an up to date record of their progress and attendance at lessons, which should be intelligible to the curriculum leader and to any teacher who might have to cover for absence
2. to keep records of work covered with each class, as required by the curriculum leader
3. to complete grades, assessments and reports as required

D. Parents/carers

1. to attend parents' evenings to discuss students' progress with their parents/carers
2. to contribute to the production of displays and activities for occasions when the school is open to prospective parents/carers or to the public
3. to maintain good, open communication channels with parents/carers

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E. General Duties

1. to participate in a performance management process in accordance with school policy
2. to attend curriculum meetings and teaching staff meetings and to represent the subject, as required, at relevant school meetings
3. to be familiar with and to adhere to relevant parts of the school's health and safety policy
4. to perform any other duties as may be reasonably requested by the Headteacher
5. to undertake the tutor role to help students make excellent academic and social progress
6. to carry out their duties with due regard for the school's policies on equal opportunities, health and safety, and child protection

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. The successful applicant will be required to undergo enhanced DBS clearance.