

# THE SWANAGE SCHOOL

## Job Description for Subject Teacher

### Key responsibilities

- Be responsible for the learning and achievement of all students in class, ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
- Act within the statutory frameworks that set out their professional duties and responsibilities and in line with the duties outlined in the Teachers' Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Actively promote The Swanage School ethos

### Duties and responsibilities

Teachers' performance, as relevant to their role in the school, will be assessed against the Teachers' Standards as part of the appraisal process

#### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of students you teach
- Be aware of students' capabilities and prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn
- Have a clear understanding of the needs of all students including SEND, GAT, EAL – and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken and written English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for students of all

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backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment

- Make accurate and productive use of assessment to secure students' progress
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the school policy
- Develop a programme of water sports for all year groups
- Develop partnerships with the local primary schools through a programme of land and water based activities

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### Behaviour and safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that are expected of students
- Have high expectations of behaviour, promoting self-control and independence in all learners
- Carry out playground and other duties as directed and within the remit of the current school policy
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### Team-working and collaboration

- Participate in any relevant meetings and professional development opportunities that relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies

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- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff, including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- Ensure that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### Wider professional responsibilities

- Work with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to students' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### Administration

- Register the attendance of and supervise learners before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of school policy

### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary and responding to advice from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

### Other

- To have professional regard for the ethos, policies and practices of The Swanage School, and maintain high standards in your own attendance and punctuality

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- To pro-actively work with the community, drawing on local resources and expertise to further enhance the learning experiences of the students
- Perform any reasonable duties as requested by the Headteacher

### Person Specification for Subject Teacher

#### Essential

- ☐ Qualified Teacher Status
- ☐ Degree in subject specialism, or related subject
- ☐ A track record of achievement as an excellent classroom teacher, achieving the 'teachers' standards'

Able to:

- ☐ Identify and develop inspirational learning experiences
- ☐ Make informed use of assessment to differentiate learning
- ☐ Use ICT effectively to support and enhance learning
- ☐ Use information and data to raise achievement
- ☐ Identify and implement effective strategies for intervention
- ☐ Ability to anticipate problems and identify opportunities
- ☐ A willingness and ability to set and rise to challenges

#### Desirable

- ☐ Evidence of recent and relevant continuing professional development and study and Training
- ☐ Experience of teaching a second subject
- ☐ Experience of personal involvement in extra-curricular activities
- ☐ Ability to anticipate problems and identify opportunities
- ☐ A willingness and ability to set and rise to challenges