

# **SOUTHFIELD SCHOOL**

## **JOB DESCRIPTION**

**Post: SUBJECT TEACHER**

**Reporting to: Curriculum Leader**

### **Principal Responsibilities**

#### **A. Teaching and Learning**

1. Apply pedagogical discipline and methods appropriate to the abilities of each group, in accordance with current subject schemes of learning and both curriculum area and school policies
2. to support and challenge students to raise standards of achievement, including the needs of individual students
3. to adhere to the feedback policy of the curriculum area and school
4. to maintain a safe, stimulating and orderly learning environment in accordance with the school policy
5. to check students' attendance and punctuality at each lesson and take appropriate action in line with department and school policies
6. fully engage with the range professional learning activities

#### **B. Planning and resources**

1. to contribute to the ongoing review of schemes of learning within and across key stages
2. to collaborate with curriculum colleagues in the planning and the preparation of learning resources
3. to ensure learning resources include a focus on key vocabulary and reading
4. to share resources with colleagues
5. to ensure that all resources are returned to storage as required

#### **C. Records**

1. to keep accurate records of student progress and attendance in accordance with school policy
2. to complete assessments and reports as required
3. to liaise with the curriculum leader to review progress
4. refer safeguarding concerns in accordance with school policy
5. adhere to the school behaviour policy and award sanctions and rewards accordingly

#### **D. Parents/carers**

1. to prepare for, and participate in, parent consultation events evenings to review student progress
2. to contribute to the preparation for, and involvement in, open evenings and other events
3. to maintain positive communication with parents/carers

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### **E. General Duties**

1. to participate in the performance management process in accordance with school policy
2. to attend curriculum meetings and 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 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.