



*Wisdom Service Hope*

**Subject Teacher: Secondary Phase**  
**Job Description**

In addition to meeting the Teachers' Standards, you are expected to:

- Carry out the professional duties of a teacher as defined in the most recent School Teachers Pay & Conditions Document and the current Teachers' Standards requirements
- Teach within your subject area(s) at Key Stages 3, 4 & 5
- Discharge other duties as required by the Principal within the scope and status of the post.

Specific responsibilities in relation to the department

**Knowledge & expertise**

- Behave in a positive and professional manner towards children, colleagues and parents at all times
- Keep up to date with current educational thinking and practice, by studying, reading and by attendance at appropriate courses, workshops and meetings as school duties allow.

**Teaching & Learning**

- Teach your specialist subject(s) across the whole age and ability range
- Plan lessons which motivate and support all students to make at least expected progress
- Establish a purposeful working atmosphere and set high expectations for student behaviour, learning, motivation and presentation of work
- Teach literacy as many of our learners speak English as an additional language
- Be responsible for the management of any additional adults who may be working with the class to support progress
- Promote positive discipline in the classroom with emphasis on an ongoing system of achievement and reward
- Create a good learning environment in your classroom(s), including display.

**Pupil Progress**

- Ensure planning, assessment, record keeping and recording is in line with school policy reflecting high expectations and broad learning opportunities to optimise the achievement of the pupils
- Ensure pupils' work is marked in accordance with our marking policy and in a way that will help the pupil to understand how to further improve
- Use data to inform planning and target set
- Carry out and mark assessments and submit necessary data as required
- Support good communication with parents through attending meetings and Parents Evenings to support pupil progress.

**Pastoral Care**

- Take responsibility for promoting and safeguarding the welfare of all pupils
- Participate in the pastoral care of the school as a Pastoral & Academic Mentor.

**Whole School Role**

- Contribute to Department Meetings, Key Stage meetings, Pastoral meetings where appropriate
- Contribute to the development and implementation of school policies where appropriate
- Support whole school initiatives
- Uphold the school Christian and creative ethos
- Communicate with and report to parents and governors
- Contribute to the school's extra-curricular / enrichment ethos and assembly programme
- Take a full and active part in the school's Professional Development Programme and contribute actively to whole school improvement.

**Appraisal**

- Complete all Performance management requirements as set out in the school policy, including being performance managed (Not ECT) to support personal and school development
- Strive to fulfil agreed objectives.