



JOB DESCRIPTION

Title: Subject Teacher

Grade: TMS/UPS

Main purpose of the role

Providing high quality learning experiences for students through the provision of challenging, stimulating and supportive teaching

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

Planning

Plan teaching to achieve progression in students' learning through:

Identifying clear learning and teaching objectives and specifying how they will be taught and assessed

Setting tasks, including homework, which challenge students and ensure a high level of interest

Setting appropriate and demanding expectations for students' learning, motivation and presentation of work

Making effective use of assessment information when planning lessons

Setting clear targets, building on prior attainment

Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the code of practice, tailoring the teaching to take account of their identified needs

Planning opportunities to contribute to students' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development

The use of support staff within lessons as appropriate.

Preparation of faculty / subject schemes of learning as required by the central leader / head of subject / key stage leader.

Teaching and Class Management

Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which students feel secure and confident

Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships

Implementing the school learning and teaching policy to provide clear structures for lessons maintaining pace, motivation and challenge

Use a variety of teaching methods to:

- Structure information well, including outlining content and aims and summarising key points as the lesson progresses
- Instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
- Use effective questioning, listen carefully to students, give attention to errors and misconceptions

Select appropriate learning resources and develop study skills through library, ict and other sources

Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught

Critically evaluate teaching to improve effectiveness

Monitoring, assessment, recording, reporting - to:

Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching

Mark and monitor students' work and set targets for progress in line with the learning and teaching and assessment policies

Understand relevant data and target setting processes, to know students target grades and to provide relevant advice and guidance to students on what they need to do to meet or beat those grades and raise their achievement

Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving

Prepare and present informative reports to parents

Take registers in all tutor periods and lessons, monitoring attendance and reporting absences to Student Welfare / pastoral staff

Other professional requirements:

Carry out duties, as detailed in the published rota, ensuring the health, safety and wellbeing of students before and after school and at break times

To maintain discipline, in line with school policies. To insist on high standards of behaviour at all times, in all parts of the school in order to support colleagues in the consistent implementation of the behaviour policy.

Have a working knowledge of teachers' professional duties and legal liabilities
Operate at all times within the stated policies and practices of the school

Establish effective working relationships and set a good example through their presentation and personal and professional conduct

Be at all times calm and courteous to colleagues, parents and visitors, providing a welcoming environment to visitors and telephone callers

Endeavour to give every child the opportunity to reach their potential and meet high expectations

To encourage students to make healthy lifestyle choices

To ensure that all students are safe and protected whilst at school and that all suspected safeguarding incidents (in or out of school) are reported to the designated safeguarding officer, in line with school policy.

To provide a good role model to students in standards of behaviour, dress and communication

Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the organisation of the school

Take a full and committed part in your own performance management, in line with school policy.

Take responsibility for their own professional development and duties in relation to school policies and practices

Liaise effectively with parents and governors as necessary, taking part in parents and open evenings as in the published schedule

Communicate, as necessary, with other colleagues both within and outside the school – to include staff from other schools and agencies.

In your subject area:

To assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies

To contribute to the faculty / department development plan and its implementation

To contribute to the process of monitoring and evaluation of the faculty / department in line with agreed school procedures. To seek / implement modification and improvement where required.

As a tutor / mentor:

To act as the first point of contact for students and parents of the tutor group. To develop trusting relationships with members of the group.

To be responsible, as a tutor and / or mentor for the pastoral care, academic monitoring and guidance of a group of students

To discuss and respond to concerns expressed by other colleagues about members of the tutor group.

To communicate with parents about academic or pastoral issues relating to members of the tutor group

To communicate with staff from other agencies, as necessary, concerning the welfare of students in the tutor group.

To act as a member of a Year / Key Stage team, supporting the Head of Year / Key Stage Leader in the organisation of that team of tutors and the year group of students
To attend assemblies

Take registers, monitor attendance and encourage full attendance

To encourage members of the group to participate fully in the life of the school, in order to gain maximum benefit for membership of the school community.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is classroom based but may include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Responsible to

Central Leader of the department.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Subject Teacher

| Assessment criteria | Essential | Desirable |
|---|---|---|
| Qualifications | <p>Qualified teacher status</p> <p>Degree</p> | <p>Further qualifications in the appropriate subject</p> |
| Work related experience and associated vocational training | <p>Passion for specialist subject</p> <p>Relevant teaching experience in KS3 and 4</p> <p>Ability to be organised and efficient, particularly in regards to lesson preparation, students assessment and record keeping</p> <p>An understanding of pastoral needs of students</p> <p>Ability to maintain a good working atmosphere in the classroom</p> <p>Ability to understand and evaluate data and use this to improve teaching</p> <p>Willingness to be involved with school activities and clubs</p> | <p>Experience of working with mixed ability groups</p> <p>Able to develop teaching materials</p> |
| Job related skills | <p>Ability to be a mentor (tutor) for one of the Mentor Groups to support the pastoral work of the school</p> <p>Able to demonstrate a range of teaching styles and skills</p> <p>Able to teach across a range of students of different ages and abilities</p> <p>Able to communicate effectively and clearly both verbally and in written forms</p> | <p>Previous experience supporting pastoral work</p> <p>Experience meeting the needs of students with Special Educational Needs</p> <p>Training in safeguarding issues</p> <p>Examples of good practice from personal experience</p> |

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| | <p>A strong understanding of safeguarding issues within an educational environment</p> <p>Ability to demonstrate a commitment to safeguarding and promoting the welfare of children in their care</p> | |
| Personal skills | <p>A commitment to getting the best outcomes for all students and promoting the ethos and values of the academy.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding, inclusion and equality.</p> <p>A desire to improve own skills and willing to undertake professional development activities as appropriate</p> | |
| Equality | <p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p> | |
| Safeguarding | <p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p> | |