



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – SUBJECT TEACHER

Grade:	Main scale / UPS dependent on experience.
Line Management	The role will be line managed by the appropriate Subject Leader or cluster leader.
Main Purpose:	To contribute to raising standards of student achievement in a subject area(s) by teaching a timetable of lessons and supporting the Subject Leader in the achievement of whole school and department goals as stated in the department's strategic plan.
Generic Responsibilities:	<p>All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.</p> <p>All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.</p> <p>Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.</p> <p>All staff must know what to do in the event of the fire alarm sounding.</p> <p>All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.</p> <p>All staff are required to follow all agreed school policies and procedures</p> <p>Staff should at all times set an example of personal integrity and professionalism.</p> <p>Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</p> <p>Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.</p> <p>Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.</p> <p>Staff may be required to assist with cover in accordance with the school's policy for cover.</p> <p>Staff should attend and participate in meetings as required.</p>
Teaching, Learning, Assessment and Curriculum	<p>All teachers must:</p> <ul style="list-style-type: none"> have high expectations of all students based on relevant data. teach using a variety of approaches which will stimulate learning, meeting the demands of the syllabus & the different and appropriate needs of the students. prepare and plan appropriate subject materials to be used for teaching, along with planning and preparing courses and lessons. work with the Subject Leader to develop schemes of learning, resources and strategies and be willing to share these with colleagues. assess students' work in line with the school's Assessment, Recording and reporting policy. record & report on the attainment, attendance & progress of students keeping such records as are required in line with the school's Assessment, Recording and Reporting policy. use externally and internally produced data to assess student performance and respond accordingly provide or contribute to oral and written assessments, reports & references relating to individual or groups of students.

	maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work.
Continued Professional Development	<p>All staff are expected to participate in the school's annual Performance development and review processes.</p> <p>All staff are expected to carry out performance review interviews for the staff that they line-manage.</p> <p>All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.</p> <p>All staff are required to attend the meetings published in the school calendar appropriate to their role</p>
Pastoral Care	<p>To be a form tutor to an assigned group of students where required.</p> <p>To be a form tutor, register their form and accompany them to assembly.</p> <p>To liaise with a Pastoral Leader (PL) to support the implementation of school's pastoral policies and approaches, including reporting any significant pastoral concerns being experienced by the student.</p> <p>To encourage and support students in their form to participate in extra curricular and House events as well as their form's active participation in the School Council.</p> <p>To liaise with parents and external agencies as appropriate.</p> <p>To attend appropriate meetings of pastoral teams and staff.</p> <p>To deliver sessions as part of the school's PSHEE programme.</p>

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Headmistress

..... Signed

Subject Teacher

..... Signed