

## **Enfield County School for Girls**



### **Job Description**

**Post Title:** Generic  
**Reporting to:** Subject Co-ordinator  
**Salary Scale:**

### **Employment Duties**

This job description is to be performed in accordance with the provisions of the school teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document.

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety policy and their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

### **Responsibilities**

- To contribute to the ethos of the school by adhering to the School's Code of Professional Conduct in dealings with students and colleagues.
- To be responsible for curriculum, quality marking and assessment of taught groups across key stages within the framework of school and department policies
- To contribute to the management of stock, equipment and resources for all Key Stages
- To contribute to the development of departmental policies and procedures
- To contribute to the formulation of the Departmental Improvement Plan
- To monitor student progress and co-ordination of appropriate intervention
- To remain aware of curriculum development through a commitment to CPD and networking
- To use positive strategies to manage student behaviour in class and around the school

### **Duties**

- To liaise with Subject Co-ordinator about curriculum developments.
- To contribute to curriculum development, production of schemes of work and student materials for use throughout the ability range.
- To contribute to the organisation of displays for prospective parents evening and to help maintain appropriate displays of work throughout the year.
- To demonstrate a commitment to bringing the subject to life, through active teaching and enquiry learning, use of technology
- To liaise with other members of the department as necessary and take an active role in department self-evaluation
- To attend school and Borough meetings and working parties when appropriate
- To complete administration relevant to the post
- To complete other reasonable tasks as delegated by the Headteacher via the Subject Co-ordinator

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.