



Subject Teacher Job Description

Job Purpose:

- to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher;
- to be an effective professional who demonstrates thorough curriculum knowledge, teaches and assesses effectively and takes responsibility for professional development;
- to be able to stretch and challenge the most-able students.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve optimal progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- being aware of and making provision for all students including those who have particular individual needs;
- making effective use of assessment;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
 - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions;
 - iii. select appropriate learning resources and develop study skills through library, ICT and other sources.
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaising with the Subject Leader to ensure the implementation of department policy and best practice;
- taking responsibility, in conjunction with other members of the curricular department, for a subject or aspect of the school's work, developing plans which identify clear targets and success criteria for its development and/or maintenance.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and using them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;

- 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;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents;

Pastoral Duties

- be a Form Tutor to an assigned group of students;
- evaluate and monitor the academic progress and well-being of students in their Tutor Group and keep up-to-date student records as required;
- liaise with the Head of House and Deputy Headteacher (Pastoral) to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of Action Plans and other pastoral interventions;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to the broader school curriculum where required.

Safeguarding and Child Protection

- provide a safe environment in which children can learn;
- understand that it is everyone's responsibility to safeguard and promote the welfare of children;
- play an active role in identifying concerns, sharing information and taking prompt action;
- refer any safeguarding or child protection concerns to the DSL, or if necessary where the child is at immediate risk, to the police or MASH.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching, keeping abreast of salient pedagogy;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Torquay Boys' Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Governors and volunteers to share that commitment.