



General Subjects Teacher - Job Description and Responsibilities

Responsible to: Senior Leadership Team
Line Manager: Assistant Head (Academic)

Core Purpose

- Teach to a high standard across the school.
- Ensure the highest standards of educational practice within the teaching environment.
- Demonstrate knowledge and awareness of the importance of safeguarding, and ensuring a safe environment for pupils.
- Adhere to all Health and Safety regulations, the guidelines contained in the Employee's Handbook and the school's policy documents.

Knowledge and understanding:

Know and understand:

- The school's ethos, aims, pupil cohort and its priorities for improvement and development.
- The statutory curriculum and requirements for assessment, recording and reporting of pupils' progress and attainment.
- The characteristics of high quality teaching and the key strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.

Planning and setting expectations:

- Work to a high standard in planning for the curriculum.
- Prepare and submit teaching plans (Subject Handbook, Annual Curriculum Framework, Record of Work, lesson plans) in accordance with a teacher's professional responsibilities and the school's policy and upon request and as required by the Senior Leadership Team.
- Ensure curriculum planning and lesson delivery are well-organised and well-managed, contributing to a purposeful learning environment.
- Participate fully in professional meetings and working groups to ensure effective learning and contribute to school-wide improvement.
- Plan and prepare lessons which meet the needs of individual pupils across the spectrum of ability.

Teaching and managing pupils' learning

- Meet the range of needs of pupils with SEN through an appropriate and effective provision of intervention strategies.
- Maintain a healthy classroom environment. Have a fundamental regard for the value of positive teacher/ pupil relationships and a determination to maintain a safe, ordered and orderly learning space.
- Source, plan for and deliver accessible qualifications, suited to the ability range of the pupils.
- Raise pupils' attainment by setting challenging learning targets.
- Ensure continuity and progression across the pupil ability range.
- Make clear to pupils the teaching objectives of all lessons, such that pupils understand the sequence of teaching and learning and can thrive as a consequence.

- Ensure frequent opportunities within lessons for starter activities, plenaries, extension exercises and alternative learning approaches to facilitate differentiation for pupils who require it.
- Teach, promote and encourage responsible attitudes towards the safe use of technology; monitor the impact of the example set in your discipline(s).
- Utilise opportunities within the subject to explore and promote pupils' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Recognise and address issues of racial stereotyping.
- Encourage and enable the practice of both individual and collaborative study skills required by pupils if they are to develop independence beyond school.
- Undertake cover teaching in the absence of colleagues.

Assessment and evaluation:

- Contribute to and review individual education plans for all pupils.
- Monitor pupils' engagement and progress through accurate and effective assessment (formative and summative), recording and reporting.
- Communicate teaching strategies and pupils' learning outcomes via reports and encounters with parents and carers, local authority personnel and other authorised parties.
- Retain for internal and external scrutiny all evidence of pupils' work, adhering to advice around eventual disposal.
- Assist in the formal review of pupils' special educational needs at least annually and as directed by the Senior Leadership Team.
- Build a culture where pupils are able to verbalise their learning journeys.

Managing your own performance and development:

- Prioritise and manage time effectively, particularly in relation to balancing the demands of teaching, subject management and participation in school improvement and development.
- Set and achieve challenging professional goals and ambitions.
- Develop your pedagogy to meet the changing learning needs of the pupil group.
- Take responsibility for your own professional development.

Strategic lead:

- Manage and deploy to positive effect one or more teaching assistants allocated to classes.
- Make special provision, in planning and delivery, for pupils receiving 1:1 in-class support; monitor each pupil's 1:1 provision, record outcomes and formally review the impact of the provision at advised intervals.
- Take responsibility for awareness of, and compliance with, school policies. Formally confirm knowledge and understanding of key policy and procedures in Child Protection and Safeguarding, Positive Handling (restraint) and Health and Safety.

Resources

- Maintain accurate resource inventories within subject handbooks.
- Maintain up to date displays of pupils' work and achievements, within the classroom and in the wider school.

- Make regular contributions to the school's weekly awards and initiatives promoting the work of the school.
- Ensure appropriate course materials are available for pupils.
- Ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils

Team and multi-disciplinary team working:

- Participate in all staff INSET.
- In addition to classroom management, liaise with the Pastoral Care Team. Attend weekly teachers' meetings to ensure that the best standards of discipline are maintained across the school.
- Lead whole school assembly on a rota basis and following an appropriate period of induction.
- Act in accordance with the school's spiritual, moral, social and cultural agenda through participation in the Thought for the Day programme and Awards Assemblies.
- Assist in the residential care of pupils by undertaking extraneous duties if and when required to do so.
- Offer a choice of activities, when appropriate, under Point 5 above, drawing on physical recreation, hobbies and other worthwhile pursuits.
- Assist in expeditions, outward-bound activities and field trips where appropriate.
- Carry out any other duties and assignments, working in any area of the school, as required and directed by the Senior Leadership Team within the terms and conditions of service for teachers.
- Contribute to the school's presence and participation in the wider professional community. Assist with break time and lunch time pupil engagement as required.
- Design and record marketable opportunities within your subject area(s) to be shared through the school's newsletter; in the classroom, on the estate, and during field trips.
- Use, and encourage, peer observations and shared cross-curricular teaching opportunities to improve practice.