THOMAS HARDYE SCHOOL – JOB DESCRIPTION

SUBJECT TEACHER

Job Title: Subject Teacher
Responsible to: Curriculum Coordinator

OVERALL RESPONSIBILITY

- To plan, develop and deliver high quality lessons using a variety of approaches to continually enhance teaching and learning.
- To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to unlock their potential.
- To maintain and build upon the professional standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Area Child Protection Procedures.

SECTION 1 - GENERAL TEACHING DUTIES
Teaching and Learning

1. Manage student learning through effective teaching in accordance with the department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches to match curricular objectives and student needs, and ensure equal opportunity for all students.
4. Set homework regularly in accordance with the school homework policy
5. Work with EAL/SEN and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge, and ensure TA's and other staff assigned for classroom support are appropriately directed.
6. Support individual learning, including the most able, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Work within the assessment for learning strategy, using clear and precise learning objectives for each lesson.
8. Work effectively as a member of the department team to improve the quality of teaching and learning, by contributing to the departmental improvement plan, the self-evaluation form and the advocacy file.
9. Mark work regularly and consistently in accordance with departmental policy and ensure that feedback is being acted upon.
10. Set targets according to school policy and as part of the process of performance management
11. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in your charge.
2. Track student progress, monitor achievement against targets set, and take appropriate action, involving tutors, college leaders and guidance leaders as necessary
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Contribute towards the implementation of individual learning plans and EHC's.
5. Be familiar with statutory assessment and reporting procedures; prepare and present informative, helpful and accurate reviews to parents.
6. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy in the subject area.
3. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
4. Keep up-to-date with technological change and the development of the vle (Frog).

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct as defined in the teachers' professional standards
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues in line with school policy.
4. Be familiar with the school handbook(s) and departmental portfolio contents and support all school policies,
5. Meet all relevant professional standards as identified by the Department of Education
6. Establish effective working relationships with professional colleagues and associate staff.
7. Ensure compliance with teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation.
8. Set annual targets for performance in line with school policy and review previous targets as directed through the policy for performance management
9. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.

11. Consider the needs of all pupils within lessons (and implement specialist advice) especially:
    - SEN
    - Pupil premium
    - Looked after
    - Most able
    - Not yet fluent in English
    - Disadvantaged

Health and Safety

1. Undergo health and safety training as required.
2. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with health, safety & welfare.
4. Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.
5. Undergo training in safeguarding procedures as required and ensure that all personal responsibilities are adhered to in line with the school policy

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
4. Undertake training in new technologies as directed and ensure necessary competency in ICT subject to appropriate training
5. Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
6. Use 'gained time' as directed
7. Maintain a professional portfolio of evidence and learning log to support the performance management process - evaluating and improving own practice.
8. Contribute to the professional development of colleagues, especially NQTs and ITTs.
9. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

N.B: Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST
The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's professional development programme:

(add additional duties for your requirements)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___