

## **HOLY FAMILY CATHOLIC SCHOOL SUBJECT TEACHER JOB DESCRIPTION**

This is the core job description for all teaching staff, setting out their professional responsibilities. Classroom teachers are accountable to their Head of Department in the first instance, and through them to the Headteacher.

This job description aligns with, and should be read in conjunction with, the Teachers' Standards [Teachers' Standards \(Guidance for school leaders, school staff and governing bodies\)](#) and STPC document:

[School teachers' pay and conditions document 2023 and guidance on school teachers' pay and conditions](#)

### **MAIN PURPOSE OF THE POST**

To be accountable for teaching within one or more Departments and across Key Stages, as required

To be responsible for the progress, attainment and behaviour of classes taught within a curriculum area

### **PROFESSIONAL RESPONSIBILITIES**

The Post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

- 1. Deliver the subject curriculum and to set high expectations with regard to students' engagement and learning**
  - 2. Take responsibility for your own professional development**
  - 3. Work collaboratively within the Department in line with Teacher Standards**
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- 1. To deliver the subject curriculum and to set high expectations with regard to students' engagement and learning**
    - Carry out a teaching commitment within the general framework of the school timetable based essentially, but not exclusively, within the department
    - To prepare and deliver engaging and challenging lessons within the departmental scheme of work, in line with the curriculum
    - To keep up to date with curriculum developments and legislative requirements in the subject or curriculum area
    - To implement all departmental and whole school policies, for example behaviour, assessment and marking
    - To meet deadlines promptly
    - To liaise with the Head of Department, Form Tutor, Head of Year or SENCO in the case of pupil learning or behavioural difficulties
    - To attend all appropriate meetings with colleagues and parents.

- To provide information on student progress and achievements as required for reports, grades, referrals or references
- To make students aware of opportunities for extending their educational experience outside timetabled time, both in and out of school, and to foster and support student participation in such activities
- To make sure that equipment and rooms are well organised, and are cared for; to ensure a record of equipment issued is kept, and equipment accounted for; to create an orderly and stimulating learning environment;
- To ensure that students are aware of relevant safety procedures which apply to rooms or equipment used and that equipment is safe to use

### **1. Take responsibility for your own professional development and that of the Department**

- To undertake appropriate in school or externally provided professional development as agreed with the Head of Department to enhance teaching skills and subject knowledge
- To play a role as appropriate in the development of departmental self-review and approaches to teaching and learning;
- To work collaboratively within the Department
- To advise the Head of Department of resource or curriculum needs
- To undertake an equitable share of the setting and marking of internal examinations or public examination coursework assessment as directed by the Head of Department
- To contribute to Schemes of Work and learning resources as agreed
- To provide all relevant information and data to the Head of Department as required - e.g. predicted grades, pupil entries, attendance, and any other information requested, and to make sure that students are well informed about all relevant subject information and deadlines
- To report back to the Department from INSET or working groups
- To support the Head of Department in providing professional support and guidance for student teachers or ECTs

### **2. Work collaboratively within the Department in line with Teacher Standards**

- To be familiar with procedures within the Staff Handbook to help the smooth running of the school
- To contribute to the departmental development plan

### **Other duties and responsibilities**

- Supporting the values, Mission Statement and the Roman Catholic ethos of the school.

- Assisting in the overall supervision within the school and the maintenance of a happy, well-ordered environment.
- Welcoming parental and community involvement in the life and work of the school.
- To be the form tutor of an assigned tutor group and to carry out related duties
- To carry out any other duties expected of a Subject Teacher, as directed by the Headteacher from time to time.