SUBJECT TEACHER
GENERIC JOB DESCRIPTION

STATUS OF THE POST

This post does not carry TLR remuneration and is the core job description for all teaching staff, setting out their professional responsibilities. Classroom teachers are accountable to their immediate Curriculum Area Manager (Head of Department) in the first instance, and through them to the Headteacher.

MAIN PURPOSE OF THE POST

To be accountable for raising the standards of teaching, learning and attainment of students taught directly by them in their subject or curriculum area, and for ensuring that each of the five areas identified in Every Child Matters are addressed as appropriate in their teaching. The professional duties of all teachers (other than the Headteacher) are set out in the School Teachers Pay and Conditions Document and this document is to be read in conjunction with these duties.

PROFESSIONAL RESPONSIBILITIES

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

- To deliver the subject curriculum and to set high expectations with regard to students' engagement and learning
- To take responsibility for the postholder's own professional development$_t$ in particular of higher order teaching skills
- To work collaboratively within the Curriculum Area Team (Department)

Professional Responsibilities of Subject Teacher: detailed illustrative list.

- 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

To take responsibility for the postholder's own professional development, in particular of higher order teaching skills

- To undertake appropriate in school or externally provided professional development as agreed with the Curriculum Area Team Leader (Head of Department) and Staff Development Manager to enhance teaching skills and subject knowledge
- To play a role as appropriate in the development of Curriculum Area Team (Department) self-review and approaches to teaching and learning; to undertake responsibilities within the Curriculum Area Team (Department) which might be reasonably delegated or

shared
- To participate in Curriculum Area Team (Departmental) consultation concerning the subject or curriculum area and the cross curricular, cross-phase or outreach work of the Curriculum Area Team (Department) as appropriate

To work collaboratively within the Curriculum Area Team (Department)
- To advise the Curriculum Area Team Leader (Head of Department) of resource or curriculum needs of which he/she may not be aware
- To undertake an equitable share of the setting and marking of internal examinations or public examination coursework assessment as directed by the Curriculum Area Team Leader (Head of Department)
- To contribute to Schemes of Work and learning resources as agreed
- To provide all relevant information to the Curriculum Area Team Leader (Head of Department) as required - 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 Curriculum Area Team (Department) from INSET or working groups
- To support the Curriculum Area Team Leader (Head of Department) in providing professional support and guidance for student teachers or NQTs within the Curriculum Area Team (Department)
- To be familiar with procedures within the Staff Handbook to help the smooth running of the school

Contributing to school self-review and to the relevant sections of the school Self Evaluation Form concerning Curriculum Area Team (Department) effectiveness
- Any other duties that might reasonably be expected of a Subject Teacher, as befits this standard position within the school staffing structure as directed by the Headteacher from time to time.

Other duties and responsibilities

In addition, every member of staff will contribute to the work of the school as a whole by:-
- Supporting the 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.
- Most teachers will be required to be a tutor of an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

Person Specification: Subject Teacher

The successful candidate will probably possess most of the following:

* Have qualified teacher status.

* Be in sympathy with the aims and ethos of a Catholic community.

* Be able to prepare and deliver resources appropriate to students of all abilities.

* Be able to make her/his subject interesting to students.

* Be aware of recent developments in teaching in her/his subject.

* Be able to use a range of teaching strategies appropriate to different situations.

* Have excellent written and oral communication skills.

* Have excellent organisational skills.

* Be able to prioritise work and meet deadlines.

* Have good classroom discipline.

* Have experience of a mixed, multi-cultural secondary school.

* Have experience of using ICT to support the delivery of her/his subject

* Be confident with a range of software and hardware.

* Be willing to take on a departmental responsibility, the exact details of which to be negotiated.

* Be able to develop good relationships with colleagues and students.

* Have a high level of subject knowledge.

* Be committed to a career in teaching.