

**Job Title:** Subject Teacher

**Responsible to:** Head of Department

### **OVERALL RESPONSIBILITY**

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and adapted subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS Secondary as set out by the Teacher' Standards.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to school policy and Safeguarding & Child Protection Policy & Procedures.
- To support all school policies and 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 adapted approaches to match curricular objectives and the range of student needs.
4. Set and mark homework regularly in accordance with the school policy, to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/SEND staff and support staff, contribute towards IEP implementation to maximise effectiveness within lessons.
6. Support individual learning, including students on the school and subject Gifted and Talented registers, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Set high expectations for all students.
8. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success and progress for each lesson.
9. 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 achieve their full potential.
10. Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
11. Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
12. Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem.
13. Assist in development of resilience and positive emotional well-being.

### **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. Be immediately responsible for the processes of assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against set targets and take appropriate action on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures.
5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately.

### **Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
3. Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject.

### **Professional Standards and Development**

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time. Please do not leave classes unattended.
3. Be familiar with the School and Department handbooks and support all the school policies and procedures,
4. Establish effective working relationships with professional colleagues and associate staff.
5. Be involved in extra-curricular activities such as making a contribution to after-school clubs, trips and visits, and whole school events.
6. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teacher Standards, and teachers' legal liabilities and responsibilities relating to all current legislation.
7. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
8. Be aware of the role of the Governing Body of the School and support it in performing its duties.
9. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
  - have SEND or an IHP;
  - are Most Able;
  - are not yet fluent in English;
  - are part of a vulnerable group (e.g. Pupil Premium students).

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
3. Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.

### **Continuing Professional Development**

1. Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support school development plans.
2. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
3. Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
4. Carry out reflective practice exercises to move classroom practice, teaching and learning forward.
5. Use 'gained time' effectively by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Associate Principals or Executive Principal.
6. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
7. Contribute to the professional development of colleagues, especially CTTC students and ECT's and participating in Alpha Teacher Development activities/CPD opportunities.
8. 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.
9. To participate in the 11+ entrance examination testing day(s).

**N.B:** Every subject teacher will be expected to have pastoral responsibilities and undertake role of Form Tutor – see separate job description.

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.

## **PERSON SPECIFICATION**

We want all staff at Colchester County High School for Girls to:

- relate well to students in all aspects of school life;
- put the needs of the students first and work with them to achieve their full potential;
- be self-motivated and aim for the highest standards in all that they do;
- be dedicated to the success of the students, their teams, the school and themselves;
- have the relevant qualifications to fulfil the requirements of the post;
- have confidence and competence in the use of Information Technology;
- contribute to and be active in the work of their team(s);
- have good communication skills;
- have a sense of humour;
- be positive and co-operative;
- respond constructively to developments within their areas;
- have enthusiasm, energy, resilience and vision;
- have an excellent record of successful teaching;
- have strong organisational and interpersonal skills;
- have strong management and leadership skills where appropriate;
- have a commitment to continuous school improvement;
- have a commitment to personal development and accept advice and coaching;
- demonstrate a positive willingness to be involved in the diversity of school life.