

Job Description – Subject Teacher

This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to annual review with the line manager / Principal.

All posts within College are subject to an enhanced disclosure.

The purpose of the post: To deliver to students a high quality educational experience reflecting the policies, aims and values of the College, by enabling every student to achieve his / her maximum potential.

The post holder reports to: the relevant Assistant Principal.

Key Accountabilities – Teaching and learning:

- a) To undertake a designated programme of teaching and contribute to the development of schemes of work.
- b) To prepare, organise and deliver high quality lessons using a variety of methods / resources which will stimulate learning appropriate to student needs and the demands of programmes of study
- c) To ensure effective setting and marking of work to be carried out by the student in college and elsewhere.
- d) To assess, record and report on the progress, development, attainment and attendance of students and to keep such records as are required.
- e) To ensure that ICT, Literacy and Numeracy are reflected in the teaching / learning experience of students
- f) To maintain good discipline in class and around the college, actively promoting good practice with regard to punctuality, behaviour, standards of work and homework.
- g) To be proactive in applying college Health and Safety practices and policy

2 – Assessment and Reporting:

- a) To undertake assessment of students as required by the Faculty, College and examination boards
- b) To adhere to published deadlines relating to assessment and reporting
- c) To provide, or contribute to, oral and written assessments of individuals and groups of students
- d) To communicate with parents through established college structure and procedures

3 – Support and guidance:

- a) As a Tutor, provide advice and guidance to an assigned group of students on educational and social matters, acting as the first point of contact for colleagues and parents
- b) To monitor the academic progress of members of the tutor group and provide support where needed
- c) To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- d) To implement college procedures for tutor time
- e) To encourage members of the tutor group to participate fully in the life of the college, in order to gain maximum benefit for membership of the college community.

4 – Professional requirements:

- a) To ensure that students are safe and protected whilst at college and that all suspected child protection incidents are reported to the Child Protection Officer.
- b) Establish effective working relationships and set a good example through a high standard of professional dress, communication and conduct
- c) To participate in appropriate scheduled Faculty, pastoral, staff and parent meetings

- d) To take a full and committed part in their own Performance Appraisal in line with college policy
- e) Take responsibility for their own professional development
- f) To communicate as necessary with persons or bodies outside the college
- g) Have a working knowledge of teachers' professional duties and legal liabilities

5 – Other:

- a) In addition, carry out other duties as reasonably required by the Principal