



## SUBJECT TEACHER JOB DESCRIPTION

<b>TITLE OF POST:</b>	<b>Subject Teacher</b>
<b>REPORTS TO:</b>	<b>Head of Faculty</b>

### Core Purpose

To contribute to the effective functioning of the faculty as a team.

To maintain high professional and academic standards and remain up to date in subject matter and current thought.

### Key Areas

#### Teaching and Learning

- Ensure effective curriculum coverage, continuity and progression in the subject for all students
- Establish clear teaching objectives in lessons and use appropriate teaching and learning methods
- Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work done are kept
- Follow policies for assessing, recording and reporting on student achievement, and use these to set achievable targets for further improvement for all students of all abilities
- Ensure effective development of students' individual learning skills takes place
- Create and maintain a stimulating learning environment
- Ensure a level of discipline conducive to learning

#### Communication and Liaison

- Attend faculty and full staff meetings
- Represent the faculty at other meetings, where appropriate
- Meet formally and informally with Head of Faculty or Subject Leader over matters relating to teaching and learning, classroom management and over personal professional development
- Communicate and work effectively with other members of the department
- Liaise with other staff, including Form Tutors and Key Stage Pastoral Leaders/Assistant Pastoral Leaders on matters relating to the teaching of the subject
- Maintain appropriate contact and consult with parents of students as necessary

#### General

- Keep up to date with and follow faculty and school policies
- Assist in the general management of the faculty as directed by the Head of Faculty or Subject Leader
- Carry out delegated tasks to meet faculty objectives.