

JOB DESCRIPTION SUBJECT TEACHER



A subject teacher at St Joseph's College is responsible for

1. The effective delivery of the curriculum to all students
2. Assessing, recording and reporting student progress
3. Supporting students as a form tutor
4. Taking part in Continued Professional Development

CORE DUTIES:

Support the aims and ethos of the department and the school

- To follow whole school policies and procedures;
- To ensure there is a positive learning culture within the classroom;
- To ensure, as far as possible, that the equipment and resources are in good order;
- To participate in staff development activities;
- To attend Staff meetings, Department and Pastoral meetings;
- To attend Parent Evenings and Open Evening;
- To be aware of equal opportunities for all students;
- To observe Health and Safety regulations.

Quality Assurance

- To participate in the Performance Management Process;
- To contribute, as required, to the writing of the Exam Analysis
- To contribute, as required, to the school and department development process, through writing and evaluating development plans;

Learning and Teaching – Curriculum

- To plan, prepare, deliver and review lessons;
- To ensure the effective learning of students takes place within the lessons, through using a wide variety of learning and teaching strategies;
- To participate in the reviewing and writing of schemes of work and teaching materials

Learning and Teaching – Student Support

- To assess, monitor and report on student achievement and progress;
- To maintain effective records on attendance and progress;
- To set high but realistic targets for all students;
- To ensure there is appropriate support in place for SEN and A&T students;
- To promote good order within school through reinforcing the school's code of conduct.

Other – 2nd in Dept. duties

- To undertake any other duties in connection with the role of Second in MFL as might reasonably be requested by the Headteacher or Subject Leader at any time.
- The job description and allocation of responsibility may be amended from time to time.