The Cornelius Vermuyden School

JOB DESCRIPTION

Post Title:	**SUBJECT TEACHER**
Name/Subject:	

The Professional duties of all teachers, (other than the Headteacher) are set out in the School Teachers Pay and Conditions document and describe the duties required of all main scale posts. All teaching staff at The Cornelius Vermuyden School are required to undertake those duties as set out in the 1995 document and are subject to any amendments through government legislation.

The description of the additional and specific requirements of the post of Subject Teacher at The Cornelius Vermuyden School have been set out below:

Any Group Tutor duties undertaken by subject teachers are covered in a separate job description.

Purpose:	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of pupils as a Teacher in order to facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To contribute to raising standards of pupil attainment and achievement. All teachers share in the corporate responsibility for the well-being and discipline of all pupils and be accountable for the achievement of the pupils they are teaching.
Responsible to:	Headteacher via the Subject Leader
Salary/Grade:	

MAIN (CORE) DUTIES **see attached**

Duties and Responsibilities:

Strategic:

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;
- Contribute to the Whole School and Subject Development Plans and their implementation;
- Plan and prepare lessons to a high standard as set out in the Teaching and Learning Policy;
- Contribute to school-wide planning activities;
- Follow all school policies and procedures;
- Assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic aims and objectives;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's strategic direction;
- To be involved in departmental policy making and development and to participate in the development of appropriate specification materials and schemes of work.

Staff Development:

- Take part in the school's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Engage actively in the Performance Management process;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Ensure the effective / efficient deployment of classroom support;
- Work as a team member and contribute positively to effective working relations within the school.

Quality Assurance:

- Help to implement school quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management of Data/Information:

- Maintain appropriate records and to provide relevant accurate and up-to-date information to SIMS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of pupils;
- Track pupil progress and use information to inform teaching and learning.

Communication:

- Communicate effectively with the parents of pupils as appropriate;
- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the school;
- Follow agreed policies for communications in the school;
- Take part in liaison activities such as Open School, Open Mornings, Parents Consultation Evenings, liaison events with partner schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Liaise with the relevant Learning Co-ordinator (Pastoral Leader) to ensure the implementation

of the school's pastoral system.

Resources:

- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the school, curriculum area and the pupils.

Teaching:

- Teach pupils according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by pupils,;
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students;
- Undertake a designated programme of teaching as outlined on the school timetable.
- Ensure a high quality learning experience for pupils, which meets internal and external quality standards;
- Prepare and update subject materials;
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and the demands of the specifications taught;
- Maintain behaviour appropriate to learning in accordance with the school Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework in line with the school values;
- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the school's emphasis on Assessment for Learning;
- Encourage and be accountable for the highest possible achievement from all pupils in the classes allocated to you;
- Recognise and praise the achievement of pupils in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Pay particular regard to the 'Basic Protocols' section of the Teaching and Learning Policy.

Personal Responsibilities:

- Play a full part in the life of the school, to support the vision, aims, objectives, values and ethos and to encourage staff and pupils to follow this example.
- Actively promote school policies and procedures;
- Be responsible for your own continued professional development;
- Comply with the school Health & Safety policy and undertake risk assessments as appropriate;
- Be courteous to colleagues, pupils, visitors and telephone callers and provide a welcoming environment;
- Undertake break duties as designated on the school Staff Duty Rota;
- Attend calendared meetings punctually;
- Set appropriate cover work during times of absence.

These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.

SIGNED (staff) _____

DATE _____

SIGNED (headteacher) _____

DATE _____