



THE HARVEY GRAMMAR SCHOOL
SUBJECT TEACHER
Job Description

AIMS OF THE POST

- To be responsible to the appropriate Head of Department for teaching and the effective use of resources to achieve high standards of learning and attainment for all students.
- To work with the Head of Department in promoting positive attitudes, team building and setting and monitoring high expectations and standards for teaching and learning.
- To monitor and support student learning and progress

SPECIFIC RESPONSIBILITIES

1. Teaching and Learning:

- plan work in accordance with schemes of work, the National Curriculum programmes of study and external examination requirements; make use of appropriate lesson structure, a range of teaching strategies and use of assessment for learning strategies;
- ensure that lesson plans include clear differentiation for the full range of ability including, those who are more able and those with special needs
- take account of students' prior levels of attainment and use them to set targets for improvement; be aware of student and curriculum area targets and ensure students know their targets; set appropriate and demanding expectations for students; learning, motivation and presentation of work;
- set and assess meaningful homework on a regular basis according to the school homework policy;
- ensure the use of appropriate study skills by students both in and out of school to enable them to become increasingly independent learners;
- ensure there is development of students' literacy, numeracy, enterprise and information technology skills and develop understanding of their opportunities and responsibilities as citizens;
- set high expectations for student behaviour by establishing a purposeful working atmosphere in the classroom;
- use accommodation to create an effective, exciting and stimulating environment for teaching and learning;
- maintain an up to date mastery of the subject
- actively contribute to the wider life of the school by organizing and running appropriate extra-curricular and out of school hours learning activities

2. Assessment, Recording and Reporting:

- register each class and maintain an up to date record of attendance;
- maintain notes and plans of lessons undertaken and records of students work;
- mark, monitor and return work within a reasonable time span providing constructive oral and written feedback and future targets;
- carry out assessment, recording and reporting according to school and curriculum area policies;
- use data to set targets for individual students and ensure students are aware of these targets; monitor the progress of students towards these targets;
- use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students;
- participate actively in meetings with colleagues and parents;
- keep appropriate records and complete assessments and profiles of students as required
- attend INSET /CPD sessions and working parties as appropriate.

3. General

- Carry out the duties of a school teacher as set out in the schoolteachers' Pay and Conditions Document;
- support the aims of the school to promote a learning community; share good practice with others;
- share in the corporate responsibility for maintaining the highest standards of behaviour and good order within the school community;
- create an appropriate learning environment in your classroom which is safe and respected by students;
- play a part in the establishment and on-going development of the curriculum area, teaching and learning resources and take a positive approach in the raising of standards, student achievement and development of the learning environment;
- attend meetings as necessary and contribute to the development of schemes of work;
- take responsibility for your own professional development and participate in staff training where provided; take a proactive role in the schools' performance management system with the aim of improving standards of teaching and learning in the school;
- treat all members of the community, staff and students, with respect and consideration;
- treat all students fairly and consistently.