



HARRODIAN

JOB DESCRIPTION - SUBJECT TEACHER

Responsible to: Head of Department

Accountable for: The quality of teaching and learning of students

Subject teachers are required to undertake the following principal responsibilities and activities:

- Plan, deliver and review differentiated lessons appropriate to the age, ability and need of students in their care and in accordance with the School's Curriculum, so as to promote high standards of learning and ensure appropriate progression. To ensure that, in the case of students with special educational need, that Individual Education Plans are in use.
- Regularly mark, assess and record pupils' work in accordance with external examination criteria and department policies, so as to provide ongoing monitoring of student progress and to provide frequent, clear and constructive feedback for students and parents. To set clear and achievable targets for student improvement.
- Assist with the setting and marking of examination papers.
- Carry out departmental duties involving syllabus development within prescribed curriculum guidelines. This may involve producing Schemes of Work or materials for use by all appropriate staff, as identified and allocated by the Head of Department.
- Manage teaching areas, equipment and resources so as to create a positive learning environment for the students:
 - to have concern and responsibility for the safety of students at all times, with reference to the School's Safeguarding and Health and Safety Policies;
 - to strive to maintain the rooms and furnishings in good condition;
 - to report damage and faults which can be repaired;
 - to display guidelines for expected behaviour;
 - to ensure that good order and behaviour is maintained in the corridors and stairways which adjoin the classroom.
- Participate in relevant decision making and consultative meetings in support of the management of the department and of the School.
- To complete accurate marking of class registers, ensuring that the Head of Department/Year is kept informed of patterns of absence as they occur in working to achieve good attendance.
- To undertake pastoral duties as directed.
- To undertake duties before, during and after school, as organised and published.
- To participate in relevant decision making and consultative meetings in support of the management of the department and of the School.
- To contribute, where appropriate, to whole school activities relevant to the year group.
- To have an enthusiasm to take on responsibility for the organisation of extra-curricular activities, trips and visits.
- To ensure adequate cover work has been prepared and whenever necessary, according to procedures outlined in the Staff Handbook.
- To undertake any other reasonable related tasks as requested by the Head of Department or Senior Leadership Team.

Safeguarding:

- To act as a First Aider when required; to maintain up-to-date First Aid training;
- All staff have a responsibility to safeguard and promote the welfare of children at all times, in accordance with the School's Safeguarding and Health and Safety policies. The post holder will be committed to the appropriate level of training as required.

General:

This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Head of Department, Headteacher and Senior Leadership Team may require from time to time. This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve and may be subject to modification at any time after consultation with the post holder.