



## THORPE ST ANDREW SCHOOL AND SIXTH FORM

### TEACHER JOB DESCRIPTION

**Post Title:** Subject Teacher  
**Responsible to:** Specialist Curriculum Leader for Subject Responsibilities

#### General Duties

- We recognise that all teachers have a professional responsibility within the school and will have to meet the requirements of The National Standards for Teachers and the School Teachers' Pay and Conditions of Employment.
- The details set out below describe the main duties and responsibilities relating to the post. However, a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be so construed.

#### Principal Responsibilities

- To support students, colleagues and the school by:
  - working as part of a team
  - contributing to the further development of the school in all areas
  - promoting the work of the school.
- To participate in the pastoral management organisation of the school, including the role of Form Tutor.
- The allocation of specific duties within the Teaching Team will be the responsibility of the Curriculum Leader and will involve all teachers taking responsibility for leading appropriate areas of the department's work.

#### Teaching

- Planning, preparing and teaching courses and lessons appropriate to student need.
- Marking, assessing, recording and reporting on the development, progress and attainment of students within the guidelines set out by the school and within statutory requirements.
- Ensure good supervision and discipline at all times.

## Other Activities

- Promoting the general progress and well-being of individual students.
- Providing guidance and advice to students.
- Communicating and consulting with the parents of students.
- Participating in meetings arranged to assist in the execution of professional duties.

## Review: Further Training and Development

- Reviewing from time to time methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development as a teacher.

## Specific Duties

- Working in accordance with the school's aims, stated policies procedures and practice:
- To teach to a range of students within the school involving:
  - having firm aims and objectives for all lessons and homework
  - identifying individual learning needs and devise ways of meeting these
  - maintaining full records of attendance and attainment for all students
  - ensuring good supervision and discipline
  - recognising and celebrating both individual students and subject success.
- To support ones own development by:
  - participating in an induction programme
  - undertaking appropriate INSET
  - seeking advice from senior colleagues, as necessary.
- To participate fully in the School Performance Management Programme (or the induction process for Early Career Teachers).

## Educational Methods

- Advising and co-operating with the Principal and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## Discipline, Health and Safety, Safeguarding

- Maintaining good order and discipline among the students and securing their health and safety.
- Follow the school's processes for child protection and safeguarding.

## Cover

- Supervising, if required on rare occasions, and, so far as practicable, teaching any students whose teacher is not available to teach them (in line with the National Agreement on raising standards and tackling workload).

## Public Examinations

- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments.

## Administration

- Participating in administrative and organisational tasks to support teaching and learning.
- Undertaking professional tasks which may be required by the Principal.

## Working Time

This Job Description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with Part XII, Section 40, of the School Teachers' Pay and Conditions Document, the Trust's policies and the school's plans on use of time.

## Review

This Job Description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Appendix: Teachers' Standards (Department for Education)

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

October 2022