



CAEDMON SCHOOL - JOB DESCRIPTION

SUBJECT TEACHER

Job Title: Subject Teacher

Responsible to: Head of Faculty, Headteacher

SECTION 1 - GENERAL TEACHING DUTIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

Teaching & Learning

1. To manage pupil learning through effective teaching in accordance with the schemes of work and policies of the Faculty and school.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Faculty team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson using the MIS (CMIS-eportal). Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study and level descriptors.
2. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development

1. To be a role model to pupils through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School handbooks and support all the School's policies, e.g. those on Health and Safety, and child protection.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the School's CPD system and performance management procedures.
8. Whenever possible, to be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the Head of Faculty.



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12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
15. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English.

N.B: Every subject teacher will be expected to have pastoral responsibilities – see form tutor job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___

PERSON SPECIFICATION

JOB TITLE: **Teacher of Science**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training: Degree in Science QTS	<ul style="list-style-type: none"> ● ● 		Application form Application form
Experience: Experience of KS3 Science Pastoral/academic care of a group of students	<ul style="list-style-type: none"> ● 	<ul style="list-style-type: none"> ● 	This will be through a range of sources including the application form, confidential references, and interview
Skills & Knowledge: National Curriculum in Science Innovative teaching	<ul style="list-style-type: none"> ● ● 		This will be through a range of sources including the application form, confidential references teaching in Caedmon School and interview
Personal Qualities: Commitment to life long learning Motivated and enthusiastic Ability to complete tasks to tight deadlines Sense of humour Effective work life balance	<ul style="list-style-type: none"> ● ● ● 	<ul style="list-style-type: none"> ● ● 	Application form. Interview Interview/references Interview Interview
Other Requirements: A commitment to extra curricular activities, the life of the school, and the individual pupil.	<ul style="list-style-type: none"> ● 		Interview