



SUBJECT TEACHER/FORM TUTOR

JOB DESCRIPTION

Responsible to: Subject Leaders/Heads of Year    Salary Scale: Main Scale

1. Introduction

- 1.1 The appointment is subject to the current conditions of service contained in the School Teacher's Pay & Conditions Document.
- 1.2 The job description may be amended at any time following consultation between the post holder and the Head Teacher and will be reviewed annually.

2. Purpose – Subject Teachers/Form Tutors will:

- 2.1 work with the Subject Leaders and Heads of Year in the implementation of the school vision, policies and practices.
- 2.2 exercise collective responsibility for assuring high quality learning & teaching for maximising student achievement and for the achievement of school targets.
- 2.3 deliver curriculum plans, determine grouping arrangements within teaching groups, in consultation with Subject Leaders.
- 2.4 support the Subject Leaders to review curriculum plans, ensuring provision for the range of learners within the school.

Subject Teacher/Form Tutor Responsibilities

Knowledge & Understanding

Teachers should demonstrate that they have:

- a thorough and up-to-date knowledge of the teaching of their subject (and take account of wider curriculum developments which are relevant to their work)
- a thorough and up-to-date knowledge of current generic learning, teaching and behaviour management strategies

Teaching & Assessment

Teachers should:

- plan lessons and sequences of lessons to meet learners' individual learning needs.
- use a range of appropriate strategies for teaching and classroom management, which promotes confidence and well being.
- use information about prior attainment to set well-grounded expectations for learners and monitor progress to give clear and constructive feedback.
- use current methods of Assessment, Reporting and Recording, to promote student achievement and to communicate findings to learners and parents.

Student Progress

Teachers should demonstrate that, as a result of their teaching, their learners:

- achieve well, relative to the learners' prior attainment.
- make good progress as good as or better than similar learners nationally. This should be shown in marks or grades in any relevant national tests or examinations, or school-based assessment for learners where national tests and examinations are not taken.

Wider Professional Effectiveness

Teachers should

- take responsibility for their professional development and use the outcomes to improve their teaching and learners' learning.
- make an active contribution to the policies and aspirations of the school.
- support and help develop the work of those teams in which they work.

Professional Characteristics

- demonstrate that they are effective professionals who challenge and support all learners to do their best
- inspire trust and confidence
- build team commitment
- engage and motivate learners
- think analytically
- act positively to improve the quality of learners' learning.