

SUBJECT TEACHER

Line manager: Head of Department

The Subject Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

Subject Teachers are responsible for the academic progress of the students they teach. They are responsible for helping support colleagues within the department and for participating fully in the work of the department. Furthermore, they should help promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the department.

1. General Responsibilities

The Subject Teacher will:

- promote the School's aims
- contribute to the formulation of the School Development Plan (SDP)
- support the priorities established in the SDP
- contribute to the formulation of the Departmental Development Plan
- take an active interest in the life of the School
- attend Parents' Evenings, departmental meetings, working party meetings and staff meetings as and when required
- ensure that school policies are carried out consistently.

2. Responsibilities in the Classroom

The Subject Teacher will:

- make sure that the classroom in which she teaches is organized to facilitate teaching; this includes the arrangement of furniture, display of students' work and the general, overall sense of order which encourages purposeful activity
- encourage a feeling of enthusiasm for the subject being taught
- plan and prepare well-structured, clearly-presented lessons appropriate to the abilities of all students
- be punctual to lessons, preferably arriving before students enter the room
- experiment with a variety of teaching styles and classroom activities
- make sure that lesson content covers the syllabuses taught
- set tasks which challenge students and make them think
- encourage high standards of work in all aspects of the subject
- set aims and objectives for individual students where necessary
- liaise with the Head of Department and the Head of SEN where she has identified a student who might have special educational needs
- establish a good standard of discipline by encouraging a positive, proactive approach to study and by building productive relationships with students

- liaise with the Form Tutor about students who are having problems in lessons
- refer cases of rudeness to the Head of Year (who will bring it to the attention of the Headmistress)
- make use of the appropriate colour slip for infringements relating to the school uniform, punctuality to lessons and homework handed in late.
- set homework according to the published homework timetable
- mark homework promptly
- monitor the quality of homework to make sure that homework set is appropriate to the students' abilities
- mark students' work, drawing attention to good work as well as work which needs to be corrected
- use the merit point system to reward effort and achievement.

3. Administrative Responsibilities

The Subject Teacher will:

- read the noticeboard and keep up to date with published information, e.g. letters home, advance warning of events, etc.
- read the School Development Plan regularly
- keep her copy of the Staff Handbook up to date
- keep to published deadlines
- distribute books, materials and equipment as needed
- write reports according to the published guidelines and deadlines
- write assessments according to the published guidelines and deadlines.

4. Responsibilities to Parents

The Subject Teacher will:

- provide accurate, helpful information to parents at Parents' Evenings
- prepare subject reports according to the published schedule
- make sure that the language used in reports is clear and jargon free
- assess, monitor and record the progress of all students in order to be able to provide accurate information to the Head of Department or the Headmistress as and when necessary.

5. Responsibilities to the Department

The Subject Teacher will:

- attend departmental meetings
- contribute to the effective and efficient running of the department
- follow departmental policies on homework, marking, etc.
- share ideas about teaching and learning
- support other teachers in developing new materials
- invite colleagues into the classroom
- plan and organize field trips
- take part in and contribute to INSET activities offered in the department and by the School
- contribute to cross-curricular activities and initiatives
- take on responsibilities within the department as part of an ongoing process of staff development
- keep up to date with developments in the subject and in education generally.