



ILFORD GRAMMAR SCHOOL

JOB DESCRIPTION FOR A SUBJECT TEACHER

MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document.

You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

Particular Responsibilities

The post is one which requires the performance of the following particular responsibilities:

- Teach students in years 3 – 11
- Teach other subjects as required
- Plan lessons carefully, having regard to the schemes of work and departmental practice
- Cover for absent colleagues
- Work as a full member of your designated faculty team, working with others to disseminate good practice in the faculty, to create teaching resources, and to develop consistent approaches
- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation

A. Planning, teaching and class management.

Teach allocated students by planning your teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge students and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able students
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and behaviour management
- Use a variety of teaching methods to:
 1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 2. use effective questioning, listen carefully to students and give attention to errors and misconceptions
 3. select appropriate learning resources and develop study skills through library, ICT and other sources
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate your own teaching critically to improve effectiveness

B. Monitoring, Assessment, Recording, Reporting.

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students' work and set targets for progress
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each student is achieving
- Prepare and present informative reports to parents

C. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined

MAIN DUTIES AND RESPONSIBILITIES AS A FORM TUTOR

The Form Tutor has the key role of monitoring student progress and supporting all members of the tutor group in making progress commensurate with their ability. The main responsibilities are to assist in raising the level of performance of all students by:

- being aware of the strengths and needs of each student
- undertaking regular tutor reviews with each student, providing advice as necessary on strategies to develop key skills and achieve examination targets in all subjects
- monitoring and providing appropriate advice and guidance on individual student's progress in respect to attendance, homework, behaviour management and acceptable standards of conduct and appearance
- promoting high standards of behaviour and attitudes to work within the group
- communicating effectively with staff and parents to achieve the targets set for the students
- promptly completing administrative tasks relating to the group
- attending house meetings called by the Head of House
- participating in INSET in order to keep abreast of developments.