



Melbourn Village College Job Description

Subject Teacher

Accountable to: **Head of Department**

This job description is intended to assist the postholder and others in defining the role. It should be read in conjunction with the 'professional duties' section of the School Teachers Pay & Conditions document, which defines a teacher's duties, and the latest version of the 'Teachers' Standards'. All staff are expected to fulfil their duties and staff who are on the Upper Pay Spine should be highly competent in all areas described within the Teachers' Standards. The description has been drawn up with reference to these and attempts to outline the duties and responsibilities which can be reasonably expected by a Principal at Melbourn Village College.

In respect of their duties, the Subject Teacher is line managed by a Head of Department.

Main Accountabilities

Teaching and Learning

- To teach assigned classes as appropriate
- To devise and maintain developments of units of learning for Key Stage 3 and 4
- To contribute to the teaching of whole college developments e.g. ICT, Citizenship, Work Related Learning and SMSC, incorporating them into lessons as per schemes of work
- To plan lessons carefully, using available data and taking into account the need for differentiation
- To develop appropriate materials and teaching methods which take into account each pupil's individual needs
- To treat all pupils fairly and equally regardless of gender, religion culture and social context
- To employ a variety of motivating and stimulating approaches to pupil learning
- To set and assess homework in accordance with the school policy
- To enter pupils for examinations as appropriate
- To ensure high standards of effort, accuracy and presentation are encouraged

Behaviour Management

- To be in the classroom awaiting the arrival of the pupils, where possible
- To ensure that pupils enter the room and exit quietly and calmly and sit in their allotted place
- To record pupil attendance promptly at the start of each lesson
- To create a classroom environment where all pupils feel valued
- To reward good behaviour and achievement in accordance with the college's policy
- To ensure that mutual respect, self-discipline, mature behaviour and good habits are encouraged
- To support colleagues by applying the correct procedures to ensure good behaviour as outlined in the college's Behaviour Policy

Monitoring and Assessment

- To mark pupils' work on a regular basis in line with the college's and departmental Marking Policies
- To assess pupils accurately using relevant subject descriptions, criteria from national qualifications, predictive data, etc and use the assessment as a basis for setting targets with high expectations



- Record assessment data on Go4Schools in a timely fashion
- To provide opportunities for pupils to assess, reflect on and improve their performance
- To communicate and liaise with parents as appropriate, including parents' evenings and responding to emails (aim for 48 hour response time).

Professional Development

- To maintain an up-to-date knowledge of subject areas and national educational strategies
- To maintain an up-to-date knowledge of subject specifications and syllabi
- To undertake relevant professional development to participate in the college's Performance Management scheme, liaising with Team Leader/Head of Faculty about appropriate Performance Management objectives and aiming to meet all objectives

Health, Safety and Resources

- To ensure that the classroom is a well organised learning environment
- To ensure that classroom displays are up-to-date, motivating, in good condition and support learning
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the Head of Department
- To contribute to the development of up-to-date resources for Faculty use in the classroom and for communal areas of display

Professional Conduct

- Maintain high standards of attendance and punctuality
- Mirror the presentation and behaviour expected of pupils
- Attend staff briefings, staff meetings, house meetings, parent evenings, induction / open evenings and curriculum evenings as appropriate (line manager to advise)

Collaborative Work

- Liaise with classroom TAs and other support staff as appropriate
- To support collaborative partner work with schools inside and outside the Trust, colleges, universities and businesses, where appropriate
- Participate in cross-Trust departmental liaison groups and share practice to the benefit of staff across the Trust
- To maintain a good relationship with all stakeholders in the community
- To be involved in extra-curricular activities and whole school initiatives

Additional Duties

- To attend departmental and staff meetings, including staff briefings
- To carry out three supervisory duties each week (FTE), ensuring that the duty is covered in times of absence
- To fulfil the role of Form Tutor

Upper Pay Spine Staff

In addition to the responsibilities outlined above and in order to evidence Teacher Standard 8 (wider professional responsibilities), all staff on the Upper pay spine are expected to have an additional responsibility involving other staff within their Faculty (UPS1,2) or across the whole college (UPS 3). For staff with a TLR this responsibility would usually be included within their role.