



DANES EDUCATIONAL TRUST
ST CLEMENT DANES SCHOOL
CROXLEY DANES SCHOOL



JOB DESCRIPTION

Job Title	Subject Teacher
Line Manager	Subject Leader
Date	September 2017

Core Purpose

- To contribute to the effective functioning of the faculty as a team.
- To maintain high professional and academic standards, remaining up to date in terms of subject knowledge and pedagogical techniques.

Main Duties and Responsibilities

1. Teaching and Learning

- Ensure effective curriculum coverage, continuity and progression in the subject for all students
- Establish clear teaching objectives in lessons and use appropriate teaching and learning methods
- Prepare lessons thoroughly and review content, presentation and relevance, ensuring that full records of work done are kept
- Follow policies for assessing, recording and reporting on student achievement, and use these to set achievable targets for further improvement for all students of all abilities
- Ensure effective development of students' individual learning skills takes place
- Create and maintain a stimulating learning environment
- Ensure a level of discipline conducive to learning

2. Communication and Liaison

- Attend faculty and full staff meetings and represent the faculty at other meetings, where appropriate
- Meet formally and informally with Head of Faculty or Subject Leader over matters relating to teaching and learning, classroom management and over personal professional development
- Communicate and work effectively with other members of the faculty
- Liaise with other staff, including Form Tutors and Key Stage Pastoral Leaders/Assistant Pastoral Leaders on matters relating to the teaching of the subject
- Maintain appropriate contact and consult with parents of students as necessary

3. General

- Keep up to date with and follow faculty and Danes Educational Trust (the 'Trust') policies

- Assist in the general management of the faculty as directed by the Head of Faculty or Subject Leader
- Carry out delegated tasks to meet faculty objectives.

Equalities

The post holder is required to be aware of and support difference and ensure that the Trust's equalities and diversity policies are followed.

Health & Safety

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Criminal Records Check – Disclosure & Barring Service (DBS)

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the Trust's preemployment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities and in appraisal and professional development as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

Contacts

The post holder will work with students and other members of staff in the Trust and may have contact with parents, governors, advisors and other visitors to schools within the Trust.

Knowledge, Experience and Training

- Post-holder must hold Qualified Teacher Status (QTS)

	Name	Signature	Date
Post Holder			
Line Manager			
SLT			

NB Signed copy to be returned to Staff Administrator for Personnel Records