



## **Bromsgrove International School**

### **Job Description – Subject Teacher**

**Reporting to:** Head of Department or Head of Subject

- Plan work in accordance with department / subject schemes of work and National Curriculum programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Teaching Assistants attached to any teaching group.
- Take account of students' prior levels of attainment and use them to set targets for future improvements.
- Set work for students absent from school for health or disciplinary reasons.
- Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

#### **ASSESSMENT, RECORDING & REPORTING**

- Maintain notes and plans of lessons undertaken and records of students' work.
- Mark, monitor and return work in line with school policy and provide constructive oral and/or written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (e.g. reports) as agreed by the school policy.
- Attend the appropriate conferences to keep parents/caregivers informed as to the progress of their child.

#### **PASTORAL WORK**

- Undertake responsibility for a tutor group as required including tutor/student interviews.
- Be the first point of contact for parents of students in the tutor group.
- Monitor the social and academic progress of individuals in the tutor group.
- Be prepared to undertake responsibility for delivery of the PSHCE programme to one or more tutor groups.
- Promote good attendance and punctuality and monitor in accordance with the school's attendance procedures.

#### **PROFESSIONAL STANDARDS**

- Support the Vision and Mission Statement of the school.
- Treat all members of the community, colleagues and students, with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events (as appropriate to their responsibilities).
- Support the ethos of the school by upholding the policies and regulations
- Take responsibility for their own professional development and participate in staff training when provided.

- Reflect on their own practice as well as the practices of the school with aim of improving.
- Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject team/year team documentation etc.
- Participate in the management of school by attending various team and staff meetings as published in the school calendar.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to them by the headmaster (e.g. cover, etc.).
- Be proactive and take responsibility for matters relating to health and safety