

## Job Description

<b>Post Title:</b>	<b>Subject Teacher</b>
<b>Responsible to:</b>	<b>Head of Department</b>

As an employee of The Bulwell Academy you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people

### **Core Purpose:**

- To ensure that students are offered engaging and high quality learning opportunities
- To implement effective systems for mentoring, assessment, recording, target setting, reporting, SEN, student welfare and guidance.
- To ensure that the vision for the Academy becomes, and remains a reality.

### **Key Responsibilities**

#### Strategic Development and Operational

- Implementing the Academy Development Plan
- Helping to meet the strategic targets set for the Academy
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.
- Carry out assigned duties
- To be a form tutor to an assigned group of students.
- To liaise with the school behaviour workers to ensure students are supported effectively.
- To contribute to the preparation of individual student action plans.

#### Learning and Teaching

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in the academy and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of students, including records on student attendance at lessons together with class and homework set and undertaken.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To jointly plan with any TAs or LMs allocated to students in your classes.
- To contribute to PSHE, citizenship and enterprise education, according to school policies.

#### Partnerships and Collaboration

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- Marketing and liaison: To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies and primary schools

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## Efficient and effective use of resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Teaching and Learning Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.

## Enterprise

- The post holder will seek to champion enterprise capability and business understanding in all students. This approach will be exemplified through their own behaviours and actions.
- Work to ensure that all students have the opportunity to understand how their learning can be applied in the world of work and support activities to enable the successful progression of students.
- Ensure that a professional and courteous approach is adopted by all throughout the academy.

The post holder will also be expected to undertake to carry out such other duties as are required and as are commensurate with the grade of the post by the Principal, Senior Leadership team or Governors to ensure the efficient and effective operation of the Academy. This is a description of the job as it exists at present; All Academy job descriptions are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.