

**St Ursula's Convent School**  
**Subject Teacher Job Description**  
**Report to: Subject Leader**

| <b>Activity</b>        | <b>Responsibility</b>  |
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| <b>Reporting to</b>    | Head of Department and Key Stage Learning Manager (KSLM)   |
| <b>Working Time</b>    | Part time<br>FTE 0.6 (three days a week)   |
| <b>Curriculum</b>      | <ul style="list-style-type: none"> <li>• Plan and prepare lessons in line with subject area programmes of study, using appropriate teaching methods and resources.</li> <li>• Set homework as per the homework timetable.</li> <li>• Contribute to the development of schemes of work and departmental policies</li> </ul>   |
| <b>Pastoral System</b> | <ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of learners.</li> <li>• To promote the general progress and well-being of individual learners and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register learners, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of learners and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour management systems so that effective learning can take place.</li> </ul> |
| <b>Monitoring</b>      | <ul style="list-style-type: none"> <li>• Understand and use national, LA and school data (including Fischer Family Trust) in order to assess student and personal performance.</li> <li>• Contribute to Subject Area monitoring of the assessment of student progress and attainment.</li> </ul>   |
| <b>Communication</b>   | <ul style="list-style-type: none"> <li>• Attend and contribute to meetings and discussions about teaching strategies, schemes of work and school and subject area policies.</li> <li>• Provide appropriate information to Subject Leaders, Year Leaders, SENDCO and SLT relating to student progress</li> </ul>  |

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| <b>External Communication</b> | <ul style="list-style-type: none"> <li>• Maintain familiarity with statutory assessment and reporting requirements.</li> <li>• Prepare and present in line with school policy informative reports to parents/carers.</li> <li>• Attend Parents' Evenings and Academic Review days when necessary.</li> </ul>  |
| <b>Quality Assurance</b>      | <ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul> |
| <b>Management Information</b> | <ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information when required</li> <li>• To complete the relevant documentation to assist in the tracking of learners.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>  |
| <b>Staffing</b>               | <ul style="list-style-type: none"> <li>• Regularly review own Professional Development and identify training needs</li> <li>• Take part in Teacher Appraisal arrangements</li> <li>• Take part in lesson observations to share good practice.</li> <li>• Train as an accredited mentor</li> <li>• To assist where appropriate the teaching school</li> </ul>  |
| <b>Marketing and Liaison</b>  | <ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Day, Parents Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>   |
| <b>Budget/Resources</b>       | <ul style="list-style-type: none"> <li>• Assist Subject Leader to: <ul style="list-style-type: none"> <li>➢ Identify resource needs</li> <li>➢ Operate stock control system and an accurate asset register.</li> <li>➢ Maintain an appropriate learning environment with effective displays</li> </ul> </li> <li>• Follow agreed Health and Safety and Safeguarding procedures</li> </ul>   |

Signed.....

Date.....

## Person Specification

### Qualifications

QTS status  
Degree Status

### Teaching Ability

#### Preparation of lessons

Always well prepared

#### Classroom performance

Enthusiastic and energetic

#### Pupil Progress

Evidenced in results

#### Marking of work

Always detailed, thorough and positive

#### Learning environments

Makes extensive use of student's work and display  
Keeps areas tidy and interesting

### Relationships

#### Extra-curricular

Gives her/his time generously

#### Disposition

Has a calming influence in times of stress

#### Relationships with Students

Students respond extremely positively

#### Co-operation

Can work in a team

#### Relationships with Colleagues

Held in high regard by colleagues

#### Managing Conflict

Able to give and receive effective feedback

#### Conduct

Exercises professional courtesy and judgement

### Competencies

#### Level of ICT

Is competent in the use of ICT to monitor pupil progress

### Attendance and Punctuality

Good attendance record  
Always on time to school and to lessons

### Catholicity

Supportive of Catholic Education