

La Sainte Union Catholic Secondary School

JOB DESCRIPTION : SUBJECT TEACHER

PERSONNEL

The Subject Teacher will :

- work under the direction of the Head of Department
- contribute professionally to the team effort and be supportive of colleagues.
- support the efforts of form staff by ensuring that form bases are clean and tidy at end of lessons and that displays reflect an atmosphere of learning
- will collaborate with the Inset Co-ordinator avail of and evaluate a programme of induction and relevant professional development, including regular attendance at Safeguarding Training.

CURRICULUM

The Subject Teacher will :

- deliver programmes of study agreed by the department and differentiate materials according to the needs of individuals
- evaluate classroom practices according to the demands of the National Curriculum.
- assess pupils' work according to departmental policy and set appropriate targets.
- set and monitor homework according to school/department policy.
- demand high standards in behaviour and learning at all times.
- reward good performance in the subject (good marks / certificates)
- respond appropriately to lack of achievement (bad marks, interviews etc.)

ADMINISTRATION

The Subject Teacher will :

- insist on a high standard of attendance and punctuality at lessons.
- ensure that each teaching set is registered.
- report recurring absences and lateness to the Form Tutor and Head of Department.
- in Years 7-9 write a comment in the class Remark Book.
- in the case of absence, set work for the lesson by telephoning the school in good time.
- use a good standard of presentation, provide the relevant written reports to parents.
- avail of appropriate forms of INSET : record carefully and evaluate.