

Job Description

Subject Teacher

Reporting to: Head of Department

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Principal may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

The Subject Teacher has specific responsibility for the following:

- Contribute to the department, developing its vision, aims and ethos.
- Play a key role in the day to day running of the department.
- Be accountable, where appropriate, for the performance of the department in external examinations.
- Act as a role model for teaching and learning within the department.
- Contribute as appropriate to department and whole school development planning.
- Undertake professional development of staff as identified with the Head of Department.
- Set homework regularly, as per the published homework timetable, and mark it promptly, thoroughly and in accordance with the department and school feedback policies.
- Contribute appropriately to the professional development programme.
- Contribute as relevant to the provision of a rigorous academic curriculum that provides challenge and stimulation for all pupils from Key Stage 2 to A Level.
- Maintain a thorough and up to date knowledge of the curriculum, relevant pedagogy and exam board specifications.
- Contribute to the creation of meaningful assessment for internal examinations, and its effective moderation and recording across the department.
- Ensure that pupils are prepared appropriately for external qualifications.
- Monitor teaching groups with respect to homework, discipline and assessment, and ensure appropriate liaison with pastoral staff.
- Make use of baseline data to inform judgements on pupil progress based on internal assessments and external examinations.
- Set high expectations for pupils in terms of their work and behaviour in lessons.
- Contribute to department identification and differentiation for learning differences including, but not restricted to SEND, EAL and academic enrichment.
- Contribute appropriately to department meetings.
- Ensure that all examination administration, where required, is accurate and complete.
- Contribute to the delivery of a range of co-curricular activities to complement in-class provision.
- Ensure appropriate communication with parents.
- Ensure teaching areas are suitably maintained to enhance the delivery of the subject.
- Ensure departmental displays are relevant, engaging and up to date.
- Liaise with the Head of Department about all aspects of health and safety within the department.

- Play a full part in the pastoral arrangements of Radnor House.
- Perform the tasks and duties of a Form Tutor (full-time staff) and assist where required (part-time staff).

The above list of responsibilities is agreed to be an accurate job description, which should be read in conjunction with the staff handbook and with school policies and procedures.