



THE CRYPT SCHOOL

Job Description Subject Teacher

Name	
Post	Teacher of English & Drama
Scale	MPS
Relationships	The postholder is responsible to the Heads of English & Drama
Purpose	The role of the subject teacher is to provide learning opportunities to which all students can respond with enthusiasm and commitment, and demonstrate real progress in their learning
Duties and responsibilities	Your duties and responsibilities are contained in the 'School Teachers Pay and Conditions Document' and in The Crypt School contract

Guidelines for the post of Subject Teacher

The subject teacher:

- under the guidance of the Head of Department, the subject teacher ensures curriculum coverage, continuity and progression in the subject for all students;
- plans lessons with clear objectives for learning outcomes, understands the sequence of teaching and learning in the subject, and effectively communicates such information to students;
- uses appropriate teaching and learning methods to meet the needs of the subject and of different students;
- ensures that there are opportunities for effective development of students' literacy, numeracy and information communication technology skills through the subject;

- uses the school and departmental policies and practices for assessing, recording and reporting on students' achievement, and uses this information to recognise achievement and to assist students in setting targets for further development;
- ensures that information about students' achievement in previous classes and schools is used effectively to secure good progress in the subject;
- sets expectations and establishes clear targets for students' achievement, and evaluates progress and achievement in the subject by all students;
- ensures that there are opportunities for the effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
- is aware of the subject's contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens;
- establishes a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets;
- ensures that there is a safe working and learning environment in which risks are properly assessed;
- responsible for the safeguarding and promoting the welfare of students;
- contributes to the extracurricular activities and support sessions that the department offers

As a form tutor, the subject teacher:

- plays a key role in supporting, guiding and motivating students;
- monitors academic progress and attendance;
- monitors students' planners;
- liaises with the Head of Year
- embodies the vision for the school