



B E R K H A M S T E D

— P R E P —

Job Description for Teachers with Subject Responsibility

1. The Assistant Teacher should endeavour to maintain and develop the character of the school in accordance with the directions given by the Governors and, subject thereto, the direction given by the Principal and Headteacher.
2. This job description describes, within the terms and conditions of employment, the range of professional duties which are attached to the post. It is not a comprehensive definition of those duties. The terms and conditions of employment are referred to in the statement of particulars provided in the contract of employment.
3. Subject Coordinators provide professional leadership and management for a curriculum area to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. The post involves the teaching of pupils in the age range 7-11 years and has additional responsibilities as follows:

Knowledge and Understanding

- Lead the development of the subject within Key Stage 2, linking, where necessary with colleagues at the Pre-Prep, the Senior Schools and other members of the Berkhamsted Schools' Group so that a shared understanding of expected knowledge and experiences is agreed.
- Have knowledge and understanding of:
 - a. The school's aims, priorities, targets and strategic plans;
 - b. The relationship of the subject to the curriculum as a whole;
 - c. Any statutory curriculum requirements and the requirement for assessment, recording of pupils' attainment and progress;
 - d. The characteristics of high quality teaching, learning and achievement for all pupils;
 - e. The implication of the Code of Practice for Special Educational Needs for teaching and learning.
- To ensure appropriate monitoring of internal and, where relevant, external assessments and to implement tracking systems to ensure individual and group planning is relevant and effective and the needs of individual children are met.

Planning and Setting Expectations

- Lead planning and organisation in the subject to ensure all pupils are challenged by appropriate programmes of study.
- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching.
- Work with the Learning Support coordinator and any other staff with Special Educational Needs expertise, to ensure that plans are used to set subject specific targets and match work well to pupils' needs.
- Establish, with the involvement of relevant staff, short, medium and long-term plans for the development and resourcing of the subject which contribute to whole school aims, policies and practices

Teaching and Managing Pupil Learning

Ensure:

- Curriculum coverage, continuing and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs;
- Teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils;
- Guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils;
- Effective development of pupils' literacy, numeracy and information technology skills through the subject;
- Teachers of the subject are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens;
- Effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent when out of school

Assessment and Evaluation

- Where available, analyse and interpret relevant national, local and school data, research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.

Pupil Achievement

- Establish clear targets for pupils' achievement, and evaluate progress and achievement and evaluate progress and achievement by all pupils, including those with special educational and linguistic needs.
- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.

Relations with Parents and Wider Community

- Establish 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.
- Develop effective links with the local community, including business and industry, in order to extend the subject, enhance teaching and develop the pupils' wider understanding.

- Communicate effectively, orally and in writing, with parents, external agencies and the wider community, including business and industry.

Managing Own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing demands made by teaching, subject management and involvement in school development.
- Achieve challenging professional goals.
- Take responsibility for their own professional development.

Managing and Developing Staff and Other Adults

- To support the professional development of colleagues throughout the school regarding specific subject needs, by advising on classroom practice & organisation and by recommending appropriate INSET.
- Help staff to achieve constructive working relationships with pupils.
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; developing responsibilities and delegating tasks, appropriate evaluating practice; and developing an acceptance of accountability.
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the teacher.
- Lead professional development through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example subject associations.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status or the ISTIP standards for induction.

Managing Resources

- To manage the subject budget and ensure effective resourcing of the department.
- Establish staff and resource needs and advise the Headteacher and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
- Deploy, or advise the Headteacher on the deployment of staff involved in the subject to ensure that best use of subject, technical and other expertise.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

Strategic Leadership

- Create a climate, which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning.
- Ensure that the Headteacher and senior managers are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject related professional development plans.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- To contribute to the Prep School Development Plan by setting and evaluating annual targets for the department.
- To monitor and maintain the schemes of work and conduct a full Subject Review in conjunction with the timings set out in the Prep School's Monitoring & Evaluation Policy.
- To keep abreast of the subject and strategies for teaching it, ensuring that relevant information is disseminated to the subject staff.
- To attend Subject Coordinators meetings.

This job description may be reviewed annually and it may be modified or amended at any time during the year, after consultation with the postholder.

July 2018