

## ***Subject Teacher***

The Subject Teacher has the central responsibility of encouraging children to learn by making the subject taught both interesting and accessible. The pupil's success in acquiring new abilities, skill and understanding depends primarily on the quality of teaching we are able to offer. Among the main responsibilities of the Subject Teacher (who is accountable for these to the Head of Department) are:

- Planning, preparing and teaching lessons in accordance with the Departmental scheme of work and with the syllabuses of Examination Boards, where appropriate.
- Ensuring that all pupils in the classes for which he or she is responsible are working at an appropriate level and pace.
- Setting and assessing both classwork and homework assignments regularly, and using these and other means to monitor the progress of pupils.
- Maintaining good order at all times in the classroom or working area, and consulting as necessary with the Head of Department and Head of Year about pupils who present problems either of learning or conduct.
- Checking attendance at lessons and where necessary consulting registers to confirm that pupils absent from class are in fact absent from School.
- Completing profiles and assessments on time as required, and writing reports for all pupils taught at the appropriate time.
- Participating with Departmental colleagues in developing the subject within the School; and keeping abreast of developments in the subject by attendance at in-service events as agreed with the Head of Department and Staff Development Coordinator.
- Offering personal support to pupils and meeting parents to review pupils' progress.
- Sharing with Departmental colleagues in undertaking the administrative tasks necessary to the effective running of the Department.

No list of responsibilities can really encompass all that is asked of the Subject Teacher; at the heart of his or her task is an active enthusiasm for the subject and an equally active enthusiasm for the young people being taught.