



## Job Description: English Teacher

<b>Responsible to</b>	Subject Leader
<b>Type</b>	<b>Teaching</b> / Non-teaching/ Support
<b>TLR</b>	<b>N/A</b>
<b>Pay scale</b>	<b>TBC</b>
<b>Liaising with</b>	Staff, Teaching Assistants, Faculty / Subject Leaders, Parents/ Carers
<b>Start date</b>	September 2021
<b>Part time/ Full Time</b>	Full time and Permanent

### Your role:

To teach English. The ability to teach Drama would be a benefit.

### The four most important things we are looking for:

1. Good subject knowledge and the drive to improve it
2. The ability to forge good working relationships with students
3. Resilience
4. Your acceptance of the professional obligation to improve your practice

### Your responsibilities would be to:

#### Teaching

- plan, prepare and present lessons in accordance with Avon Valley Guide to Teaching and Learning
- plan and prepare courses and lessons
- teach, according to the educational needs of all pupils assigned to you
- mark and record work completed by pupils, ensuring all underperforming work is challenged in line with school guidance
- set and mark homework for KS4 on a regular basis in accordance with school policy
- assess, record and report on the development, progress and attainment of pupils by using appropriate baseline data
- assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching

#### Other activities

- maintain the appearance of the classroom including display work and the care of furnishings
- maintain recording and listing of all books/materials issued to pupils
- provide guidance and advice to pupils where appropriate
- maintain the safeguarding culture of the school
- communicate and consult with the parents of pupils as required
- embrace fully the pastoral side of the school including attending assemblies and supervising pupils
- carry out any reasonable duties as determined by the Principal

### **Discipline, health and safety**

- set high standards of work and behaviour in the classroom, in line with school guidance and expectations
- follow our safeguarding policy

### **Other professional responsibilities**

- To undertake the role of form tutor, if required to do so, and provide all relevant pastoral support for pupils
- To undertake supervisory duties before College, at break or after College as required under the Teachers Pay and Conditions Act
- To attend department and other College meetings as required within 1265 hours Directed Time
- register pupil attendance and inform the Admin Team of suspected truancy in line with school guidance
- keep pastoral staff and form teachers aware of any problems concerning pupils in their care which arise during lessons
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with pupils, other staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times

### **Appraisal or review of performance**

- fully engage with the CPD programme of the college
- actively seek out opportunities to improve your teaching
- participate in arrangements made for the appraisal or review of your performance and that of other teachers as required

### **Staff meetings**

- attendance at departmental meetings and other meetings as part of the directed time allocation
- fully engage in the Professional Development programme as required
- inform the Department of any relevant information gained from courses attended
- undertake such other duties as are identified by the Headteacher in the light of any subsequent policy changes.

### **NOTES**

- All teachers at Avon Valley College work within the parameters outlined in the School Teachers' Pay and Conditions Document.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Policy and have regard to the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.