

Job Description: Secondary Teacher English



Date	April 2025	Salary Grade:	MPS/UPS 1- 3 Potential for TLR (Pastoral/whole school roles)
Accountable to	Head of Department	Contract:	Permanent
In liaison with	SLT/Prinicpal		

General Requirements: You are required to carry out all general, particular and professional duties as set out in the School Teacher’s Pay and Conditions of Employment Document 2023. These duties must be carried out in accordance with the National Curriculum requirement, the aims of the school and Trust policies. You will be required to undertake performance management for your annual pay review.

Specific Requirements: You will have the responsibility for leading the teaching and learning in your classes. You will liaise with your subject team to plan and deliver a well sequenced, knowledge-rich, subject-based curriculum resulting in all students making progress and reaching at least national standards.

Purpose of the Post

1. Keep students safe and provide an environment of high expectations to support exceptional behaviour.
2. Teach a knowledge-rich curriculum where students make excellent progress and are passionate about learning.
3. Engage in continual training and development to become a master of your craft
4. Assess student’s knowledge, provide feedback and interventions to fill gaps to secure learning and catch-up.
5. To work with the line manager to provide professional leadership and management for an area in order to secure high quality teaching, curriculum and effective planning and use of resources to improve outcomes for all pupils.
6. To work with the senior leadership team on a whole school area for development that follows the SIP as part of your whole school responsibility.

Specific Responsibilities

As a mainscale teacher we use the professional standards for teachers. If a UPS holder we use the Professional Standards for Teachers – Post Threshold. These are outlined by the TDA. The teacher standards are the core standards that apply to all teaching staff throughout their career.

General:

- Embrace the vision, policies and procedures of the Trust.
- Set a good example to students and other staff in terms of behaviour, conduct, speech, attendance, attitude and commitment to continued personal development.
- Have high expectations of student behaviour, attitude and standards.

- Work within the Trust team maintaining a culture of good working relationships.
- Attend Trust-wide events encouraging students and families where necessary.

Organisation:

- Ensure a calm, organised, stimulating and purposeful learning environment which supports independent learning and encourages students’ motivation and enthusiasm to challenge and ensure high expectations.
- Ensure excellent behavioural influence to secure a safe, welcoming learning environment.
- Encourage an ethos of learning through mistakes and positive reinforcement.
- Keep all files, school policies and documentation up to date.

Teaching and Learning:

- Teach a full and enriched subject curriculum to engage students, challenge thinking and promote the progress, attainment and overall development of students.
- Complete thorough planning in line with Trust policy to address gaps in learning, ensure curriculum coverage and excellent outcomes in line with the whole-school pedagogical approach.
- Deploy a range of resources, particularly ICT for teaching and learning to ensure better and relevant outcomes for students.
- Ensure work is marked according to Trust policy with next step feedback given.
- Contribute to the design and administration of assessments that allow you to monitor student's progress towards achieving mastery of content.
- Be responsible for the progress of pupils in your classes; ensure there is sufficient stretch and challenge, as well as additional support where necessary.
- Analyse data and attend student progress meetings to determine targets for students, interventions and support plans.

Reflective Practice and Personal Development:

- Establish a personal development plan to include personal and peer observations, moderation of work, joint planning and engagement in learning walks to share good practice.
- Ensure that feedback is appropriately reflected and acted upon in own planning.
- Engage fully in both staff training and the professional learning community to ensure continued understanding and application of the best practice based on up-to-date research and shared experiences.
- Engage in additional learning opportunities set up by the Trust for the benefit of your development.
- Ensure files are organised and up to date.

Personal Leadership and Development:

- Be an excellent role model to others, promoting the ethos of the Trust.
- Prioritise and manage own time effectively balancing the demands made from all areas.
- Take responsibility for your own professional development, agree appropriate performance targets and achieve challenging professional goals.
- Keep up to date with professional standards and educational developments; implementing them effectively.
- Develop excellent subject knowledge, proactively seeking to deepen and enrich your own knowledge to add context to your teaching.
- Keep all personal documentation in relation to training and development up to date.

If a UPS Holder:

- To be a UPS holder means that you have been in the profession for 7 years (average). As a UPS holder, then you hold the privilege of supporting your department and potentially the school with your knowledge and expertise.
- The below state how Post-Threshold standards are enhanced for a UPS holder:
- P1: Contribute significantly to implementing workplace policies and practice and to promote collective responsibility for their implementation.
- P2: Know how to personalize learning for all learners, due to extensive knowledge and well-informed understanding of the subject/curriculum you teach, and therefore be able to support others in doing so.
- P3: Have extensive knowledge of assessment
- P4: Keep up to date with current subject and educational research and updates
- P5: Have a developed knowledge of subject curriculum



- P6: Have a depth of knowledge to give advice on the wellbeing of young people
- P7: Be flexible and creative at designing learning experiences across the curriculum ensuring pupils can be successful at achieving the LO
- P8: Teaching that attains at least national averages (P8 0) or above
- P9: Promote collaboration and working as part of a team
- P10: Contribute to the CPD of colleagues through coaching and mentoring, modelling effective practice and providing effective support.

At CWCC this means either one or a variety of the below points.

- We expect our UPS holders to gain national progress across all their exam groups, or above
- UPS holders will be used as instructional coaches as part of developing other teachers either within the department or across the staff body
- UPS holder may be asked to lead CPD for a key area
- UPS holders will be asked to plan curriculum, if not themselves middle leaders, by middle leaders to use their expertise to develop the subject area
- UPS holders will be offered a whole school initiative to lead, so that they can continue their own CPD in a wider context

Parent Communication:

- Liaise with parents to ensure that they have a clear understanding of their child's progress and encourage their involvement in their child's learning.
- Represent the Trust to parents and liaise with them and outside agencies in a professional manner.

Any Other Duties

- **Undertake any task to support the safe daily functioning of the Trust**

to support the academy as requested by the Principal/CEO.

Signed _____

Date _____

