

Job Description

Full time-Permanent

JOB TITLE:	KS3/KS4 English Teacher
SERVICE:	Sutton Tuition and Reintegration Service (STARS)
SCALE:	Teachers' Main/Upper Pay Scale plus Outer London with SEN Allowance
REPORTS TO:	Deputy Headteacher
BASED AT:	The Drapers Centre, Monkey Puzzle Way, Carshalton, Surrey, SM5 4NR and willing to work at other venues in London Borough of Sutton.

General Purpose of the Job:

1. To plan and deliver the English curriculum meeting the needs of all pupils and provide outstanding teaching.
2. To teach, support and facilitate the learning of pupils referred to STARS, enabling pupils to make rapid progress.
3. To monitor and support pupil progress and raise pupil attainment and achievement within the English curriculum.
4. To support reintegration to school/college/other post-16 provision.

Specific Responsibilities:

1. To teach and be accountable for the effective delivery of the English Curriculum within key stages 3 & 4, ensuring that the pupils experience broad, balanced, relevant and stimulating curriculum.
2. To support the delivery of enrichment activities such as educational visits and visitors.
3. To make appropriate educational provision for pupils with SEND.
4. To be responsible for ensuring that appropriate and ongoing assessments are carried out for all pupils and maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with STARS policy.
5. To liaise with the Senior Leadership Team and take action in relation to any identified concerns regarding pupil progress and to monitor the impact of such action.
6. To maintain regular contact with the Deputy Headteacher regarding curriculum and examination planning.
7. To support, plan and direct the work of the learning support assistants where appropriate.
8. To maintain effective liaison with parents, schools, health professionals and other agencies regarding the progress of pupils. This may include making home visits and attending meetings outside the tuition venues.
9. To participate in STARS staff appraisal reviews and procedures for lesson observation and the monitoring of performance.
10. To meet the Teachers' Standards.
11. To contribute to the general ongoing development of the service through attendance at team meetings and in-service training.
12. To undertake appropriate INSET and other activities relating to personal and professional development needs as agreed with Headteacher/Deputy Headteacher.
13. To be based at the Drapers' Centre and able to attend other venues including schools, homes, the hospitals and libraries within the Borough.
14. To carry out any other duties appropriate to the post as set out in Part X of the School Teachers' Pay and Conditions document.

Personal Responsibilities:

1. To adhere to STARS Code of Conduct for Employees and follow guidance in the Staff handbook.
2. To follow service procedures regarding signing in and out , as well as any other procedures relating to attendance.
3. Actively promoting service policies and procedures.
4. Responsibility for own continued professional development.
5. Compliance with the service's Health & Safety policy undertaking risk assessments as appropriate.
6. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
7. Ability and willingness to travel between agreed sites in the London Borough of Sutton.

Notes:

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 on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the service at the reasonable discretion of the Headteacher or Deputy Headteacher.

This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.

This post holder must at all times carry out his/her job responsibilities with due regard to the Council's equal opportunities policy.