



## **St George's Academy**

**“Aiming high to achieve excellence for all”**

**TITLE OF POST:** Teacher & Key Stage 3 Coordinator English

**RESPONSIBLE TO:** Head of Faculty

In addition to the job specification for teaching staff, the Key Stage 3 Coordinator English will include the following additional responsibilities:

- To develop assessments to enable progress of students to be monitored across KS3, throughout the whole Academy.
- To support the Director of English in the day-to-day running of the Faculty with regards to KS3.
- To have an up-to-date knowledge of the subject area(s)
- To set high professional standards
- To establish resources for KS3, in line with the curriculum changes, for improving teaching and learning across the faculty.

### **Teaching**

- Planning and preparing the courses and lessons assigned to you.
- Teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of students; in each case having regard to the curriculum for the Academy.

### **Other activities**

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of students.
- Communicating and co-operating with persons or bodies outside the Academy.
- Participating in meetings arranged for any of the purposes described above.

### **Assessments and Reports**

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

### **Performance Management**

Participating in arrangements made in accordance with Appraisal guidelines.

### **Review: Further training and development**

- Reviewing from time to time methods of teaching and programmes of work.
- Participating in arrangements for further training and professional development as a teacher.

## **Educational Methods**

Advising and co-operating with the Principal and other tutors (or any one or more of them) on the preparation and development of courses of study; teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health and Safety**

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the Academy premises and when they are engaged in authorised Academy activities elsewhere.

## **Staff Meetings**

- Participating in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- Co-operating with other teachers.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
- To keep fully up to date of developments in the teaching of your subjects and to advise the Principal accordingly.
- Seeking to raise the subject's profile within the Academy.
- Participating in other Directed Time activities as appropriate.
- Other activities or responsibilities to be agreed with the Principal.

## **Professional Standards and Development**

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson and to begin and end lessons on time.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the Academy and Department handbooks and support all the Academy's policies, eg those on Health and Safety, Citizenship, Literacy, Numeracy, ICT and Safeguarding.
- To establish effective working relationships with professional colleagues and associate staff.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- To liaise effectively with parents/carers and with other agencies with responsibility for pupils' education and pastoral team.
- To undertake any reasonable task as directed by the Head of Department.
- To be aware of the role of the Governing Body of the Academy and to support it in performing its duties.
- To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
- To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
  - have SEN
  - are gifted and talented
  - are not yet fluent in English

## GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### Job Description Agreement

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	