

JOB DESCRIPTION

Job Title:	Teacher of English
Grade:	MPS/UPS
Reports to:	Curriculum Director/Assistant Principal
Supervises:	HLTA and/or trainee teachers, if allocated
Generic JD based on	Generic Teacher JD
Resources responsible for:	N/A

JOB PURPOSE and CONTEXT:

Teach English having the highest expectations of what young people can achieve.

To take a lead in developing the academy ethos within the subject department.

To contribute and, where and when appropriate, lead on all matters relating to the specified curriculum regarding design and implementation with particular emphasis upon the quality of teaching and learning.

To work as part of the subject department to enable the Academy to meet its targets for improvement and success.

The duties below provide a summary of the main areas of responsibility, and should be read in association with the current academy teachers' pay and conditions document, and in the context of professional standards for teachers.

MAIN DUTIES:

To be responsible for providing stimulating, engaging and purposeful learning experiences for students in accordance with agreed schemes of work and relevant statutory requirements.

To teach classes as timetabled by preparing lessons thoroughly, using teacher planner, recording work to be undertaken and identifying extended learning opportunities.

To set appropriate homework to the needs of each group and plan other learning activities as necessary to consolidate students' learning.

To be a proactive member of the subject department and participate in departmental planning and development, including agreeing aims and policies, schemes of work and review and development of the department handbook.

To provide performance and target setting data as required regarding student progress.

To be accountable for student performance and standards achieved in groups taught.

To ensure all lessons are appropriately planned allowing for lesson objectives to be clearly communicated to students.

To ensure work is appropriate to the needs of each group and that learning activities are motivating and challenging.

To utilise a variety of resources and pedagogical styles to suit the differing aptitudes, learning styles and interests of student learners.

To motivate and stimulate student interest in the subjects through maintaining high quality displays in the classroom and immediate vicinity.

To create and maintain a welcoming, well-ordered teaching base, which is inviting and where there is a sense of purpose.

To liaise with Head of Year, Curriculum Director, Tutor and/or Assistant Principal (as per referral procedures) regarding any concerns.

To liaise with HLTAs, if allocated, regarding how their presence can be most effectively used.

To be prompt to teaching bases to receive students and ensure that lessons begin punctually and purposefully.

To manage the arrival and departure of students to and from lessons in accordance with Academy procedures.

To uphold Academy expectations regarding student conduct and deal with any unacceptable behavioural incidents as per Academy procedures.

To be vigilant within the classroom and its immediate environment, challenging and dealing with unacceptable conduct.

To complete such reports as may be required regarding student progress.

To attend consultation evenings with parents as agreed in the annual calendar.

To keep abreast of developments, local and national, within the subject area.

To contribute to departmental and other meetings as per agreed schedule.

To mark students' work regularly, keeping accurate records of assessments made, setting specific targets for improvement and future progress.

To write annual progress reports for all students taught in accordance with the agreed reporting schedule and within agreed time frames.

To undertake the responsibility and duties of form tutor as required in accordance with the Academy's guidelines and procedures, promoting positive values in the relationships formed with the tutor group.

To meet with parents to further students' progress as may reasonably be required.

To promote the use of the Academy and departmental rewards system.

To participate in the annual performance management process.

To promote and safeguard the welfare and protection of children, working with policies and procedures, taking care of own and other's health and safety.

To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

The job description and associated person specification will be reviewed regularly and any changes will be made in consultation with the post holder.