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JOB DESCRIPTION

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| Job Title: | Teacher of English |
| Location: | Alde Valley Academy |
| Reporting to: | Head of Department |
| Prepared date: | April 2021 |

Job Summary

To be an effective professional who demonstrates thorough curriculum knowledge and is able to inspire students to learn and achieve. Provide an excellent role model for colleagues and young people.

Main Duties and Key Responsibilities

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students and colleagues
- Build team commitment with colleagues and when in the classroom engage and motivate students
- Demonstrate analytical thinking to improve the quality of students' learning through using effective teaching techniques and the effective utilisation of resources
- Contribute to the department and school improvement planning process and support and promote the educational priorities of the school
- Contribute to the development and / or implementation of school policies
- Use the performance management process to advance student learning and enhance professional practice in line with the school's aspirations and priorities
- Develop learning plans which identify clear targets and success criteria for securing student outcomes
- Provide accurate and detailed assessment of student progress and communicate this to the students, school assessments systems and parents
- Promote the wider aspirations and values of the school

1. Planning, Teaching and Class Management

Teach allocated students by planning their teaching to achieve progression of learning through:

Understanding and applying effective classroom management following guidance expressed in the school behaviour policy



- Understanding and applying a range of teaching strategies suited to the needs of the students
- Accurately assessing and positively targeting and supporting individual learning needs
- Contributing to the development work of the curriculum area/team
- Maintaining high levels of engagement, behaviour and discipline within a safe and secure learning environment
- Effectively using homework and other extra-curricular learning opportunities to support progress
- Demonstrating consistent progress for all students with an awareness of individual learning needs and circumstances that compares favourably with students in similar settings
- Effectively managing other adults supporting the learning in your classroom

2. Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate students' progress and set appropriate individual targets for improvement
- Use appropriate methods to obtain accurate assessment data and make this data available on the Go4Schools reporting system
- Provide regular reports on the progress of your students to your subject leader and SLT link

3. Pastoral Duties

- Be a form tutor to an assigned group of students
- Promote the general progress and well-being of individual students and of the tutor group as a whole
- Liaise with the Pastoral Leaders to ensure the implementation of the school's pastoral system
- Be on time to registration, maintain an accurate register of students, accompany them to assemblies, monitor their full attendance at all lessons and their participation in other aspects of school life
- Contribute to the preparation of student support plans (IBPs, IEPs, PSPs) and other reports; monitor students who are on target cards
- Alert the appropriate staff to concerns you have or problems experienced by students and make recommendations as to how these may be resolved
- Communicate, as appropriate, with parents of students and other professionals outside the school concerning the welfare of individual students, after consultation with appropriate staff and ensuring a full written record is made and copied to appropriate senior staff
- Contribute to PSHEE, active citizenship, work related and enterprise learning activities as required and according to school policy
- Engender a sense of community and encourage good social behaviour

4. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities as set out in the staff handbook.
- Operate at all times within the stated policies and practices of the school



- Maintain an up to date knowledge of good practice in teaching and pastoral care techniques and know subject(s) or specialism(s) examination requirements to enable effective teaching and secure best outcomes for students
- Attend staff, department/curriculum area and year team meetings and ensuring familiarity of wider curriculum developments and incorporate national strategies into lesson planning and teaching
- Help create a positive working atmosphere throughout the school and, particularly within your own working area this includes the use of appropriate display of pupils' work
- Contribute positively and effectively to Every Child Matters agenda and ensure a working knowledge of good practice of safeguarding and the school's policy and procedures
- Take responsibility for professional learning and undertake professional development to enhance teaching and students' learning, and
- apply outcomes and identify impact
- share outcomes with colleagues
- Contribute positively when working with partnership schools
- Support the implementation and development of whole school initiatives
- Maintain an up to date knowledge of health and safety requirements that exist for the safe day to day running of the school and have a detailed knowledge of the health and safety requirements for their specific subject area(s) and report any matters of health and safety to the Head, senior member of staff or union representative
- Build relationships with members of the community with the tutor acting as the first point of contact between home and school

5. Other

Perform other duties as assigned

Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Waveney Valley Academies Trust reserves the right to revise this job description at any time.