Job Description: Teacher of English

Responsible to: You will be directly responsible to your Head of Department and Head of Year (as a form tutor). You will also work with consultants, advisers and officers of external agencies directly involved in the guidance of your department's development in conjunction with your Head of Department.

PROFESSIONAL RESPONSIBILITIES

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

TEACHING

In each case having regard to the curriculum for the Academy and with a view to promoting the development of the abilities, aptitudes and well-being of the students in any class or group assigned to you:

- To plan and prepare lessons according to the department's agreed schemes of work
- To teach a range of classes in Years 7 – 13 according to their educational needs
- To mark work carried out by the students in the Academy or elsewhere.
- To assess, record and report on the development, progress and attainment of students in keeping with the Department and whole Academy Assessment, Recording and Reporting policies. This may include oral and written assessment and references relating to individual students or groups of students.
- To fulfil the Academy homework policy

OTHER ACTIVITIES

- To contribute to whole-department resources, schemes of learning and assessments
- To promote the general progress and well-being of individual students of any class or students assigned to you
- To provide 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
- To keep records and report on the personal and social needs of students
- To communicate and consult with students' parents or legal guardians
- To communicate and co-operate with external agencies and participate in meetings for any of the purposes described above

PERFORMANCE MANAGEMENT

- To review from time to time your methods of teaching and programmes of work.
- To participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development and professional development which aims to meet needs identified in performance management objectives or in performance management statements, driven by the department's improvement plan.
- To participate in arrangements for supervision and training as part of the induction period pursuant to the Induction Regulations, where this is appropriate.

PEDAGOGY

- To advise and co-operate with the Head of Department, SLT and other teachers 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

- ➢ To maintain good order and discipline among the students and safeguard 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
- ➢ To be responsible to the Head of Department for the maintenance of good order and discipline and the promotion of rewards within the department

STAFF MEETINGS

- ➢ To participate in meetings at the Academy which relate to the curriculum for the Academy or the administration or organisation of the Academy, including pastoral arrangements.
- ➢ To deputise for the Head of Department in Academy meetings as requested

COVER

- ➢ To supervise and, as far as is practicable, teach any students whose teacher is not available to teach them, subject to the conditions detailed in the Academy Teachers' Pay and Conditions document.
- ➢ To ensure all subject areas within your Department have contingency plans for covered lessons and total isolations in conjunction with your Head of Department.

EXAMINATIONS

- ➢ To participate in the arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments
- ➢ To prepare all internal assessments that is denoted within the Schemes of Work for your classes
- ➢ To ensure all students are entered for appropriate examinations (both external and internal) in conjunction with your Head of Department and the examinations officer
- ➢ To ensure all examination data is available and collated from staff and the examinations officer in a clear and coherent style for the use of analysis by the Head of Department, Head of Year, SLT and the Governing Body

ADMINISTRATION

- ➢ To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the Academy; and
- ➢ To attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after Academy sessions.

RELATIONSHIPS

- ➢ Work alongside the Head of Department to fulfil a supporting role to all teaching staff within your Key Stage
- ➢ Work closely with other members of the Department, Head of Department, the Senior Leadership Team, SENCO, Heads of Year and with all other members of your respective teams, i.e. Year and duty teams
- ➢ Keep parents and carers well informed about their child's achievements/progress and targets for further improvement if in need of Department intervention
- ➢ Work with officers of external agencies directly involved in the guidance and welfare of your Year Group

This job description will be reviewed regularly and may be subject to modification and amendment after consultation

The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.