BEACON ACADEMY JOB DESCRIPTION

Teacher of English

Reports to: Lead Teacher / Deputy Head Teacher

Accountable to: Head Teacher & Executive Principal

Salary: Main Scale

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussions between the Head Teacher and member of staff, and will be reviewed annually.

PURPOSE OF JOB: To teach English in order to secure high quality student outcomes.

Main activities and responsibilities:

- Establish a good working relationships with students, providing a disciplined, motivated environment where standards of teaching and learning are consistently high;
- Plan and deliver differentiated work suitable to stretch all students in every teaching group, with particular reference to students' Individual Education Plans (IEPs);
- Provide personalised teaching, instruction and support; promoting appreciation, understanding and enjoyment of English;
- Make maximum use of available resources to assist in teaching and learning;
- Mark classwork and homework effectively, in line with the schemes of work, as directed by the Lead Teacher;
- Monitor students' progress, keeping a detailed record of the prior attainment and target levels / grades / outcomes for each child in each class, and an ongoing record of performance against these measures, completing regular assessments of students' work and keeping up to date records;
- Plan and deliver appropriate opportunities to contribute to students' spiritual, moral, social and cultural development, and the ECM outcomes;
- Provide plentiful opportunities for students to reach their full potential;
- Comply with the whole school assessment and reporting procedures;
- Assist in producing schemes of work, as appropriate;
- Follow departmental schemes of work and assessments;
- Attend calendared departmental and faculty meetings;
- Undertake the duties of a form tutor;
- Play a full and active role within the department and pastoral team;
- Attend courses and undergo training as necessary and train any relevant personnel as required;
- Keep abreast of new initiatives by embracing professional development;
- Actively seek students' views in reviewing teaching and learning and schemes of work; through student questionnaires and discussion, in order to continuously improve teaching and learning;
- Comply with the academy's performance management policy on an annual basis;

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- Attend calendared evening meetings as required;
- Provide clear, accurate and informative reporting to parents, whether oral or written, on student progress, as directed by the Lead Teacher;
- Contribute to departmental policies and developments;
- Contribute to the production of learning resources and internal test / examination papers;
- Ensure the requirements of the National Curriculum and external examinations are met, preparing students properly for internal and external examinations;
- Liaise with the Lead Teacher and pastoral team with regard to any student whose progress is the cause of some concern or a real cause for celebration;
- Comply with all academy policies and procedures;
- Keep a full record of the attendance/absence of all students in lessons;
- Participate actively in the 'rarely cover' and duties programmes;
- Ensure the good order, appearance, dress and conduct of students, as they move around the academy.
- Any other duties which may arise during the course of work and are authorised by the Head Teacher or member of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

Signed: ..... Date:
Post Holder

Signed: ..... Date:
Head Teacher

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