

Brunts Academy

Job Description

Post Title:	Teacher of English
Salary/Grade:	MPS/UPS (£25,714 - £41,604 per annum)
Contract:	195 days per year, full-time
Responsible To:	The appropriate Team Leader
Disclosure Level:	Enhanced
Liaising with:	Leadership Group, teaching and support staff, external agencies and parents
Responsible for:	The quality of learning and support to enable students to achieve targets

Core Responsibility:

To provide and safeguard the welfare of the students for whom the post holder is responsible or comes into contact with.

Purpose

- To implement an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To ensure students in your teaching groups make expected or better progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To take responsibility for a tutor group to support academic and personal development.
- To monitor and support the overall progress and development of students as a teacher and/or Form Tutor.

Duties:

Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area's development plan and its implementation in order to secure outcomes.

- To plan and prepare courses and lessons to meet the needs of individuals.
- To contribute to the whole school's planning activities.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and other cross-curricular imperatives are reflected in the learning experience of students as appropriate
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student need and the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Curriculum

- To assist the Director of Learning in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and objectives.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To implement school quality procedures.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and support and guidance functions of the school.

Monitoring

- To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance and monitoring systems.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform the next steps in teaching and learning to accelerate the rates of progress and tackle under achievement.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Liaison

- To take part in activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Learning Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Support and Guidance

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To liaise with appropriate staff to ensure the implementation of the school's support and guidance system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE, citizenship and enterprise schemes according to school policy.

Other Specific Duties:

- To play a full part in the life of the school community, to support its aims and objectives and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies and ensure compliance.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to.
- Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, principal etc.

Continuing Professional Development:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Signed: _____

Print name: _____ Date: _____

Please return a signed copy to Zoe Revill (Trust HR Administrator) within 10 working days.