	LEA VALLEY ACADEMY **JOB DESCRIPTION**
Date:	November 2026

Teacher of English and Drama

Teachers (MPS) are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

General Responsibilities

a. Maintaining good order and behaviour thereby facilitating learning and safeguarding health and safety in school and authorised school activities elsewhere.
b. Participating in whole school, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
c. Sharing in statutory duties in accordance with published rotas.
d. Taking part in scheduled meetings with colleagues and parents in accordance with the School's published calendar.
e. Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the School's and the LEA's Health and Safety Policy.
f. Ensuring children are safe within school.

Teaching (under the guidance of the Head of Faculty)

a. Planning and preparation of courses and lesson for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant.
b. Teaching appropriately the students assigned to him/her according to their needs. (This includes the setting, marking, assessing of class work, homework and other projects and field work etc.)
c. Keeping records of students' attendance, class work and homework.
d. Participating in public and internal examination arrangements as well as other assessment programmes, including profiles and records of achievement.
e. Communicating with parents about students' progress in accordance with school and departmental policies.
f. Being responsible for the room(s) in which he or she teaches with regard to appearance and display and for resources and equipment as appropriate.
g. Sharing in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
h. Adhering to all agreed departmental and whole school policies e.g. marking, homework, S.E.N and equal opportunities.
i. Undertaking additional administrative duties as directed by the Head of Department.

Pastoral (Under the guidance of the Head of Year)

All members of staff will either be a tutor or will be allocated to a particular cohort of students. Duties of a tutor include:

a. Mentoring students.
b. Keeping accurate and up to date tutor group register following up all lateness and absences in accordance with school procedures.
c. Contributing to the monitoring of the achievement of pupils in the tutor group through the process of academic review.
d. Checking students' homework diaries regularly
e. Checking on students' school uniform and enforcing school rules regarding jewellery etc.
f. Accompanying the tutor set to Whole School and Year Assemblies
g. Collating and checking the subject profiles for her/his tutor set. Summarising and commenting on **achievements** and **behaviour.** Discussing the reports with students as well we with parents at the parent/tutor meetings.
h. Contributing to the development of the SMSC programme and delivering materials produced.
i. Liaising with subject teachers, senior staff and outside agencies where appropriate about members of the tutor group.
j. Being recognised by all members of the tutor set as a key member of staff from whom to seek advice and support; a teacher who may be relied upon to offer guidance in personal, social and learning matters.
k. Adhering to and implementing all Pastoral policies.
l. Any other duties as directed by the Head Teacher.

This job description may be amended at any time after consultation with you. This Job Description is written in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School's Pay Policy.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.