

**Job Description for Teacher of English**

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| **Post Title:** | **TEACHER OF ENGLISH** |
| **Reporting to:** | **Head of Department- English** |
|  | All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning’s policies and procedures. These standards set the expectations for good teaching practice alongside high standards of personal effectiveness. The Teacher Standards, along with this job description underpin the performance management of all teaching staff within the Academies. |
| **Purpose:** | * To teach high quality lessons so that all students make good progress. * To implement and deliver an appropriately broad, balanced, diverse and inclusive curriculum for students * To monitor and support the overall progress and development of students as a teacher & tutor * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential * To use the ROA assessment cycle to collect and report accurate student data and to share with all parties (including parents & carers) * To implement appropriate interventions to enable all students to achieve their very best * To contribute to raising standards of student attainment * To be a member of the English Curriculum Team and under the direction of the Head of English, contribute to the high standards of teaching and learning and the raising of standards of achievement. |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To assist as required in the development of appropriate syllabuses, schemes of work, and booklets in the English Department * To contribute to the Curriculum Area and department’s improvement plan and its implementation * To plan lessons (and sequence of lessons) that allow all students to make outstanding progress underpinned by Rosenshine and TLAC techniques * To contribute to the wider Academy systems and routines |
| **Curriculum Provision:** | To assist the Head of English to ensure that the curriculum area provides a range of teaching which complements the Academies strategic objectives |
| **Curriculum Development:** | 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 |
| **CPD:** | * To take part in the Academies CPD 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 work as a member of a designated team and to contribute positively to effective working relations within the Academies |
| **Quality Assurance:** | * To help to implement Academy quality control systems procedures and policies and to adhere to these * To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. * To review from time to time schemes of work and booklets * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academies * To attend team meetings etc. in accordance with the Academy calendar |
| **Management Information:** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers, etc. * To complete the relevant documentation to assist in the tracking of students * To track student progress and use information to inform teaching and learning |
| **Communications:** | * To communicate effectively with the parents/carers of students as appropriate * Where appropriate, to communicate and co-operate with persons or bodies outside the academies * To follow agreed policies for communications in the Academies |
| **Marketing and Liaison:** | * To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. * To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc. |
| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials * To assist the Head of English 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 Academies, department and the students |
| **Learning Support System:** | * To be a 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 within the parameters of the associated Tutor Job Description * To liaise with the relevant Pastoral Leads and SEND to ensure the implementation of the Academies Learning Support System and mentoring * 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 contribute to the preparation of Action Plans, IEPs and other reports * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved * To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to PSHE, citizenship and enterprise according to Academy policy * To apply the Behaviour for Learning policy and systems so that effective learning can take place |
| **Teaching:** | * To teach students according to their educational needs, including the setting and marking through WCF 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 Literacy are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching * To ensure a high quality learning experience for students which meets internal and external quality standards * To prepare and update subject materials * To maintain discipline in accordance with the Academies Behaviour Policy, 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 Academy policies * To mark, grade and give written/verbal and diagnostic feedback as required in line with Academy feedback policy * To implement the school policies re homework |
| **Other Specific Duties**: | |
| * To play a full part in the life of the Academies, to support its distinctive mission and ethos and to encourage staff and students to follow this example * To promote actively the Academies Policies & Procedures * To continue personal development as agreed * To comply with the Academies Health and Safety policy and undertake risk assessments as appropriate * To undertake any other duty as requested by your Head of Department or Senior Leadership Team * To comply with the Academies procedures concerning safeguarding and to ensure that training is accessed | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students | |

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**  Qualified teacher status.  Appropriate degree or equivalent qualification in English. |  | Interview  Application Form  References  Proof of Qualifications |
| **Experience:**  Strong subject knowledge.  Ability to teach English to all abilities including creative, practical lessons.  Relevant successful teaching experience.  An ability to plan and prepare schemes of work. |  | Application form Interview References |
| **Skills and ability:**  High standards of English teaching.  Effective communication skills.  Effective oral/written skills.  Excellent interpersonal skills.  Good standard of I.T. capability. |  | Interview  Application Form  References |
| **Disposition/Attitude:**  Good organisation and time-management skills.  Good interpersonal skills and an ability to communicate effectively.  An ability to motivate students.  A flexible approach to working.  An ability to work as an integral part of the English Faculty team.  An ability to form and maintain appropriate relationships and personal boundaries with students. | A willingness to contribute to extra-curricular activities. | Interview  Task  References |
| **Commitment and other requirements:**  Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)  Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.  Excellent attendance record. |  | Application form  Interview  References |