



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### English Teacher (Secondary)

<b>Reporting to:</b>	Headteacher
<b>Grade/Salary:</b>	Teacher's Main Pay Range/Upper Pay Range
<b>Contract Type:</b>	Full-time, permanent
<b>Hours:</b>	32.5 hours per week
<b>Location:</b>	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton-on-Trent, DE15 9SD

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#### Main purpose

The teacher will:

- Maintain and develop the Catholic character of the academy
- Fulfil the professional responsibilities of a teacher, as set out in the Academy Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

#### Duties and responsibilities

##### Teaching

- › Plan and teach well-structured lessons to assigned classes, following the Academy's planned curriculum
- › Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- › Adapt teaching to respond to the strengths and needs of all pupils
- › Set high expectations which inspire, motivate, challenge and are inclusive of all pupils
- › Demonstrate good subject and curriculum knowledge
- › Set homework in line with the Academy's Homework policy
- › Continually develop your knowledge and practice of teaching pedagogy; engaging regularly with educational research and best practice both nationally and internationally



## Curriculum

- › Liaise with senior colleagues to ensure that the departmental curriculum is broad, balanced and current
- › Work with colleagues within the department to maintain accreditation of relevant examination and professional bodies
- › Participate in monitoring and evaluation to ensure the delivery of a high-quality curriculum
- › When and where appropriate to lead the development of a subject curriculum area

## Whole-Academy organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the academy's policies, practices and procedures, so as to support the academy's values and vision
- › Make a positive contribution to the wider life (including Catholic life) and Catholic ethos of the academy
- › Work with others on curriculum and pupil development to secure coordinated outcomes
- › Provide cover, in the unforeseen circumstance that another teacher is unable to teach

## Health, safety and discipline

- › Promote the safety and wellbeing of pupils
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

## Professional development

- › Participate fully in the Academy's appraisal procedures
- › Participate fully in further training and development in order to improve own teaching
- › Where appropriate, take part in the appraisal and professional development of others

## Communication

- › Communicate effectively with pupils, parents and carers
- › Use efficiently, the systems to communicate with colleagues across the Trust and beyond

## Working with colleagues and other relevant professionals

- › Collaborate and work with colleagues and other relevant professionals within and beyond the academy and Trust
- › Develop effective professional relationships with colleagues



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### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Academy
- Have proper and professional regard for the Catholic ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality
- Be aware of and comply with GDPR guidance set out by the Academy Trust
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Act as a positive role model for pupils

The teacher will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification**  
**EnglishTeacher (Secondary)**

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Experience</b>	Qualified Teacher Status	✓		A
	Further degree or qualification in a relevant field		✓	A
	Successful secondary teaching experience [add minimum number of years or specific key stages if required]	✓		A
	Evidence of continued professional development		✓	A
<b>Skills and Knowledge</b>	Knowledge of the National Curriculum [add subject area and key stages as appropriate]	✓		A & I
	Knowledge of effective teaching and learning strategies	✓		I
	A good understanding of how children learn	✓		I
	Ability to adapt teaching to meet children's needs	✓		I
	Ability to build effective working relationships with pupils	✓		I
	Knowledge of guidance and requirements around safeguarding children	✓		I
	Knowledge of effective behaviour management strategies	✓		I
	Good ICT skills, particularly using ICT to support learning	✓		I
<b>Personal Qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the Catholic ethos and values of the Academy	✓		I
	High expectations for children's attainment and progress	✓		I
	Ability to work under pressure and prioritise effectively	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding and equality	✓		I



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**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_